

ARTICLE 8 Merit Promotion

Section 1. Purpose

This Article shall be administered consistent with 5 USC Chapter 23 to ensure that merit promotion principles are applied in a consistent manner to all bargaining unit employees. This article applies only to competitive service bargaining unit positions that the Agency chooses to fill through merit promotion vacancy announcements

Section __. Posting Vacancy Announcements

- A. Posting: The Agency will post merit promotion vacancy announcements consistent with law, rule, regulation, and agency policy and procedures.
- B. Applications: In order to be considered, applicants must submit a complete online application package, including all required documents as specified in the job announcement, by 11:59 p.m. E.S.T. on or before the closing date of the job announcement.

Section 2. Ranking and Referral of Candidates

Candidates will be rated and referred in accordance with law, rule, regulation and agency policy and procedure.

Section __. Confidentiality of Hiring Process.

The hiring process is confidential and should not be discussed outside of those involved with the selection process.

Section __. Interviews and Selections

- A. Decision to Interview: Interviews will be conducted in accordance with law, rule, reg, agency policy and procedures.
- B. Release of the Selected Employee: For an employee who has been selected for an internal position, the Agency will consider making the effective date no later than:
 - (1) One complete pay period for promotions, following the selectee clearing all requirements for the new position; or
 - (2) Two complete pay periods for reassignments, following the selectee clearing all requirements for the new position.
- C. When an employee is nearing the end of a waiting period for a within-grade pay increase, consideration will be given to releasing the employee at the beginning of a pay period on or after the effective date of the within-grade increase, provided such an action would benefit the employee.

Section __. Access to Information

Candidates will have access to information about the status of their application in accordance with the Agency's merit promotion policy.

Section __. Employee Inquiry and Concerns

When an employee has a question or concern about the merit promotion process, the employee may discuss it with an appropriate human resources representative and may file a complaint in accordance with agency policy and 5 CFR335.103(3)(d).

Section __. Record Retention

The Employer will maintain promotion and selection information in accordance with the Agency's record retention policy.

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