


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-HR-003
		Effective Date	04/01/2023
		Revision Number	02
			Revision Date
Promotion/ Demotion SOP			

I. OBJECTIVE

To detail and define Promotion and Demotion process and expectations.

II. SCOPE

This SOP is applicable for Promotions and Demotions processed in Paylocity utilized by managers, human resources and payroll.

III. PROMOTION


1.0 REQUIREMENTS

- 1.1 Team members being promoted must meet the minimum age requirements for the new role.
- 1.2 Promotions are contingent on the completion of an approved background check and are required to be in compliance with company policies.
- 1.3 Team members must be in good standing. Good standing is considered to be free of a written warning or greater within the last 12 months or otherwise determined by the company.
- 1.4 Compensation adjustments must have a Monday effective date.
- 1.5 Follow the status change process workflows in Paylocity laid out in SOP-HR-002.
- 1.6 The submitter of a promotion is responsible for validating the compensation request is within the compensation ranges that have been defined by the company. If a compensation request is outside of the approved ranges, additional approval is required to be in writing and attached to the workflow submission.
- 1.7 Promotion must be approved by functional leader and accounted for within the functional budget.

2.0 BACKGROUND CHECK

- 2.1 If a background check is required for the role, an effective date of change must be a Monday with a minimum of 7 days after the submission of the change request workflow.
- 2.2 A background check link will be sent to the team member if a background check has not been completed within the last 12 months of employment.
- 2.3 Background check timeframe expectations:

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- HR will initiate a background check within 2 business days after the Next Level Supervisor's approval in the workflow.
- On average, a background check may take 5-7 business days. The timeframe for when a background check will be completed is dependent on a few factors such as candidate response, prior residency, holidays, and courthouse response.
- In the event a background check process exceeds the proposed effective date, the submitter will need to partner with HR on setting a new effective date.

3.0 TIMELINE FOR PROMOTION COMMUNICATION

- 3.1 Verbal offer for consideration and notification of background check process presented to promotional candidate.
- 3.2 Supervisor submission of the workflow change.
- 3.3 Candidate completes background check.
- 3.4 Approvals obtained.
- 3.5 Official communication/announcements to the team member and team members impacted by the change.

4.0 TEAM MEMBER BENEFIT ELIGIBILITY CHANGES:


- 4.1 If a team member has had a change in employment status moving from Regular Part Time to Regular Full Time the team member will become eligible for benefits the first of the month following 60 days from the date of the change.
- 4.2 If a team member has moved from Hourly to Salaried or vice versa a change in medical and Long Term Disability benefit plans may be required. All other benefit elections may remain the same, however a special enrollment will be opened for the team member to make changes to their elections.
 - Salaried team members - will elect medical benefits in the B-Swift module.
 - Hourly team members - will receive an additional email from Bavvy, an email from the ICRA Marketplace, and must make medical elections in the Bavvy portal.

IV. DEMOTION

4.0 DEMOTION REQUIREMENTS

- 4.1 Involuntary demotion will not be utilized as a method of disciplinary action. Please refer to the Progressive Discipline Policy or to Human Resources for further disciplinary actions.
- 4.2 There must be an open position available for a demotion to be considered.
- 4.3 Compensation adjustments must have a Monday effective date.

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4.4 The submitter of a demotion is responsible for validating the compensation request is within the compensation ranges that have been defined by the company. If a compensation request is outside of the approved ranges, prior additional approval is required to be in writing and attached to the workflow submission.

4.5 Follow the status change process workflows laid out in SOP-HR-002.

5.0 DEMOTION COMMUNICATION

5.1 Team members submit a written request for demotion via the Voluntary Resignation - Demotion Form to their supervisor.

5.2 The supervisor submits a workflow change within Paylocity.

5.3 Approvals obtained.

5.4 Communication/announcements may be made to others.

6.0 BENEFIT CHANGES

6.1 If a team member has had a change in employment status moving from Regular Full time to Regular Part time the team member will lose benefit eligibility. Coverage for benefits will follow appropriate COBRA guidelines.

V. ASSOCIATED DOCUMENTS

- SOP-HR-002
- Progressive Discipline Policy
- Voluntary Resignation – Demotion Form

SOP No.	Effective Date	Reason for revision
SOP-HR-003	03/01/2023	SOP Creation
SOP-HR-003	03/23/2023	Benefit effective verbiage revised

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