

How to Perform a Promotion for Employees - HR

How to Perform a Promotion as a HR Professional

INTRODUCTION

Promotion is a moment in an employee's journey that requires changes in the expectations of what the employee needs to do and deliver - increase in the scope and complexity for which the employee should also be rewarded accordingly.

THE ROLES & RESPONSIBILITIES IN THE PROCESS

- Site HR is responsible for initiating the promotion action in the tool for Non-Cadre roles or Transfers to another Team or country;
- People/Line Managers are responsible for initiating the promotion and pay rate change action in the tool for Cadre roles;
- Strategic Business Partners (SBPs) are responsible for initiating the promotion and pay rate change actions in the tool for Executive (S23+) roles;
- The Workforce Data Administration team is responsible for checking & approving those requests at the last step of the workflow;
- The Payroll team ensures requests are processed following payroll rules & calendar;
- Promotion / Pay rate change statements are available in the System (unless local legislation requires another document to be used - in this case document to be provided by the Site HR) and promotions / pay rate changes must be communicated by People/Line Managers.

Remark for Expatriate employees on assignment

The promotion should be initiated in the host profile of the assignee, following the steps mentioned above. In the comments section, there should be an indication of the Annual Base Salary in the home country's currency. The approval workflow will go to the Global Mobility team and they will request a new expat package calculation from the tax provider. When the package is available, the promotion is approved in My HR Services. The remuneration package will be shared with the assignee.

If the expatriate employee does not have a host profile, please follow the standard promotion process and inform the Global Mobility team of this change (globalmobility@syensqo.com).

WHAT IS AND WHAT IS NOT CONSIDERED A PROMOTION CASE

The following scenarios **are considered as a promotion case**:

- Scope increase (no grade change) - tangible additional responsibility that is above the existing scope of the position, but below requirements of a higher grade according to Generic [Job Descriptions](#) (*increase in pay with no change in S grade or STI plan*);
- Same position with a higher S Grade - significant increase or change in the role as defined with Syensqo Job grading methodology and Generic [Job Descriptions](#) that justifies increase of S grade (**by 1 or 2 levels**);
- New position within the same Team / Department - change in the scope, role & responsibility and remaining part of the same Team (reporting to the same manager);
- Internal move (or transfer) to another Team / Site / Entity - as part of internal recruitment or career development plan employee has been offered and the employee has accepted a new position in another Department / Entity.

The following scenarios are **not considered as a promotion case**:

- Change in the Job Title;
- Change in Compensation Information or Pay Rate (increase of salary during the year for any reason other than change of scope or job, for example off-cycle pay increase);
- Change in Department or Team; this type of career development is referred to as "Transfer."

A **Transfer** is an internal move of an employee to another position in another team/site/entity as a result of internal recruitment project or in the framework of a career development plan of the employee.

Please note: Ensure that prior to proceeding with the promotion action, a vacant position with new job grade information has been created first. Also, a vacant position is required only in cases of complete change in the employees role / job. A vacancy is not required in cases of increase of scope or increase of responsibilities of the employee.

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- [Rewards & Promotion Process](#)
- [Job Families & Grading](#)
- [Promotions Dashboard - summary of statistics on promotions in Syensqo](#)