

Accretion of Duties Promotion Certification

Name of Employee: _____

I recommend the employee named above be promoted without competition. I certify that the following conditions are met:

1. The employee continues to perform the same basic functions of the position to which originally assigned.
2. The major duties of the former position are absorbed into the new position (i.e., the new position is a clear successor to the previous position).
3. The new duties could not reasonably be assigned to any other position within the organization.
4. The new position has no further promotion potential.
5. No other positions within the organizational unit -- whether encumbered or vacant -- are adversely affected by the action. (For example, the "new" duties were not removed from another position in the organization which could adversely impact on that position's grade level as a result.)
6. Time-in-grade requirements have been met.
7. The new position is not a reclassification from nonsupervisory to a team leader or supervisory position.
8. The new position is not a reclassification of the position from a one-grade interval to a two-grade interval series.

I certify that the above conditions are met.

_____ Signature / Supervisor	_____ Printed Name / Supervisor	_____ Date
_____ Signature / Human Resources Specialist	_____ Printed Name / HRS	_____ Date