

VRIS UPDATE

Appointments to Permanent Status & Recommendations for Promotion Effective 9/15/08 Number 186

SUMMARY OF UPDATES

Documentation regarding the processes for appointment to permanent status and promotions for field staff positions has been added to the Program Manual in the Administrative Section, where it is available to all staff. It will continue to be available to supervisors in the Hiring Information chapter of the Members Only section of VRIS. The Recommendation for Promotion documents have been revised to clarify that any time spent under an action plan prior to promotion will delay the promotion date by an equivalent amount of time.

VRIS POSTING

The following documents have been posted on VRIS at: Program Manual: Main Menu:
Administration: Personnel:

- Appointment from Probationary to Permanent Status-Associates
- Appointment from Probationary to Permanent Status-Rehabilitation Specialists & Service Specialists
- Recommendation for Promotion-Associates
- Recommendation for Promotion-Rehabilitation Specialists & Service Specialists

TEAM COMMUNICATION

Office Directors should discuss these documents with their staff at their next team Meeting. It is important that all team members are aware of the revision of the promotion process clarifying that any time spent under an action plan prior to promotion will delay the promotion date by an equivalent amount of time.

LEADERSHIP CONTACT

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