

Management Promotion and Demotion Process

As of 2-27-23

Where to find the forms:

- All promotion forms can be found on MACipedia site, under Training and Development/Management Promotions

MACipedia site: macpizza.info

**Current Performance Review form is currently not required to process promotions. This requirement will be reinstated after Needs List process has been restarted.

**MDP Training requirements are currently under review. Updates will be announced when available.

All required forms need to be attached to the PAF. Corrected/updated forms can be sent to Payroll@macpizza.net . Payroll must verify that all forms and required tasks have been completed and received before processing any promotion/demotion requests.

- All required tasks must be completed, and all documents submitted to HR by end of day Monday (beginning of pay period) you want the promotion to become effective.

*****All Promotions and Demotions are effective at the beginning of the next Pay Period, following receipt of required forms and DM approval.*****

Promotions:

Promote CSR/Driver to SM, the following forms and tasks must be completed: (no performance review form or checklist needed for promotion from CSR/Driver to SM)

- **SM Advance Form** (to be completed by TM and GM)
- **Promotion PAF** --> GM or DM submits thru online JotForm
 - o PAF goes to DM for approval. If/when approved, DM forwards emailed PAF to Payroll@macpizza.net .

Promote SM to AM2 (AM Level 2), the following forms must be completed:

- **AM Advance Form** (to be completed by SM and DM)
- **Promotion PAF** --> GM or DM submits thru online JotForm
 - o PAF goes to DM for approval. If/when approved, DM forwards emailed PAF to Payroll@macpizza.net .

Promote AM2 to AM3 (AM Level 3), the following forms must be completed:

- **AM Advance Form** (to be completed by SM and DM)
- **Promotion PAF** --> GM or DM submits thru online JotForm
 - PAF goes to DM for approval. If/when approved, DM forwards emailed PAF to Payroll@macpizza.net .

Promote AM3 to AM4 (AM Level 4), the following forms must be completed: **AND the AM must be authorized to drive (all driving docs must be approved before promotion can be processed)**

- **AM Advance Form** (to be completed by SM and DM)
- **Promotion PAF** --> GM or DM submits thru online JotForm
 - PAF goes to DM for approval. If/when approved, DM forwards emailed PAF to Payroll@macpizza.net .

Demotions:

Demote AM to SM, Driver, or CSR:

- **Demotion PAF** --> GM or DM submits thru online JotForm
 - PAF goes to DM for approval. If/when approved, DM forwards emailed PAF to Payroll@macpizza.net .
- HR will process demotion and then an AM Demotion Notice will be sent to the TM thru their MyPay to sign.

Demote GM to AM:

- **Demotion PAF** --> GM or DM submits thru online JotForm
 - PAF goes to DM for approval. If/when approved, DM forwards emailed PAF to Payroll@macpizza.net .
- HR will process demotion and then an GM Demotion Agreement Notice will be sent to the TM thru their MyPay to sign.

Driving eligibility requirements and interviewing:

- Level 1 SMs, Level 2 AMs, and Level 3 AMs do not have to be eligible to drive to remain at that level.
 - If an SM or AM who is not eligible to drive is the closing manager, 2 closing drivers are required to go to the bank and the manager must ride along with one of the drivers.
- Level 3 AMs can interview for a GM position given that they are eligible to drive and they have their DM's approval.
- Level 4 AMs must be eligible to drive to maintain their status and they are eligible to interview for GM positions.

Other information:

- **A current Driver or CSR cannot skip over SM and advance directly to an AM position*.** The GM and DM must use the proper forms to assess the knowledge, training, and ability of the individual before advancing them to a higher pay rate and benefits.
- *Rehired TMs who were previously in management at MAC Pizza, may be allowed to advance multiple positions at once. The DM needs to contact HR for the request to be reviewed by HR and Dana.

SM and AM New Hire/Rehire Requests:

Can ONLY be requested by the DM, AFTER:

- DM has interviewed AM applicant, AND
- DM has received approval from RD

DM must submit SM/AM Hire Request thru Hire Request Form (online JotForm).

- SM/AM Hire Requests submitted by the store will not be accepted.

After HR receives the submitted Hire Request Form:

- Applicable SM or AM Hiring Packet will be set up
 1. SM/AM Expectations and Agreement will be included in the packet
 2. SM/AM hiring packets include only Non-Driving forms (stores can submit Driving Docs after hired, if eligible to drive)
- SM/AM new hires (and Rehires gone > 6 months) will be required to attend NTO class.
- AMs will be hired in at AM2 position

Please let Jessica, Payroll Team, or Dana know if you have any questions about this.