Flowchart of Stage Two of Position Confirmation and Placement Process (PCCP) - Position Placement

**Position Placement**

<table>
<thead>
<tr>
<th>Type</th>
<th>Position Placement (PP)</th>
<th>Next Stage of Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apply to encumbered positions if upgraded no more than one grade in the same category</td>
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</tbody>
</table>

**Promotion Placement**

- Advisory panel to review the existing encumbered positions
  - The panel will determine which positions were upgraded to a higher level due to additional responsibilities of the same nature and greater complexity
    - The upgrade is no more than one grade
      - If so, Yes
      - If not, No
        - Proceed with the possible lateral reassignment under the stage of position placement, or move to competitive selection exercise
          - Not qualified for promotion placement
            - Extension of the qualifying period
            - Reassignment to a different position at the previous level
            - Placement on unassigned status
          - With possible termination of appointment
          - Not qualified for promotion placement
    - The position remains in the same category

- The incumbent could be placed on the higher-level post
  - The incumbent should have satisfactory performance in the most recent appraisal, and
    - Has been rostered for a position of this type, or found suitable for a position of this nature under talent review. Or other justification that the panel think the incumbent is suitable
      - If so, Yes
      - If not, No
        - The position remains in the same category
          - The performance appraisal is satisfactory
            - If so, Yes
            - If not, No
              - The position remains in the same category

- The staff will retain their lower-level personal grade for a qualifying period of 6-12 months, then
  - The performance appraisal is satisfactory
    - If so, Yes
    - If not, No
      - The staff will be converted to the higher-level personal grade retroactively back to the start date of the placement

**Lateral Reassignment**

- Apply to any vacant positions within the unit for potential lateral reassignment
  - The panel may recommend potential lateral reassignments of any staff member to any other suitable positions within the unit
    - New positions from restructuring (except for special case listed in the position confirmation)
      - Positions not qualified for promotion placement
        - Other vacant positions
          - To place as many staff members as possible
            - To facilitate the objectives of the Mobility Policy
              - Open to expressions of interest under the competitive selection exercise (CSE)
      - If staff member does not wish to accept such placement
        - The position may be offered to another suitable staff member, or