City Personnel Policy

PROMOTION

POLICY: 208

Council approval: ~~03/29/2010~~ # Pages: 2

POLICY:

It is the policy of the City to offer employees promotions to higher level positions when deemed appropriate. To fill vacancies above the entry level, the City prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the City's best interest. All promotions to positions with Civil Service status shall be done in accordance with applicable civil service laws.

APPLICABILITY:

All regular full-time and regular part-time employees.

PROCEDURE:

1. All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, Department Head, and/or the Human Resources Department.

2. An employee's basic eligibility for promotion will be determined by the requirements of the new job. Generally, the employee must have attained regular status prior to making an application for promotion. However, ~~for positions being filled by a procedure that allows applications from the general public,~~ the probationary employee may apply; and, if hired, the employee may~~will~~ serve a continuance of the ~~an~~ initial probationary period not to exceed six months.

3. Job openings and promotions for which the City seeks candidates from within the City will be posted on the employee bulletin boards. From time to time, however, the City will, as it deems appropriate, fill job openings or make promotions without posting notices. When job openings or promotional opportunities occur:

   A. Interested employees must follow the instructions outlined on the job posting which may include completing~~e~~ an online employment application for the position. ~~This can be done in the Human Resources Department.~~

   B. The Human Resources Department may, at its discretion, solicit outside candidates during or after the posting period for a non-civil service position.

4. Current employees applying for entry level positions and promotions, as well as applicants recruited from outside for employment, will be considered and processed as outlined in the recruitment and selection policy.

Commented [MF1]: We now have online applications, so this was removed.

5. Promoted employees will be placed on probationary status for a period of at least six months. This promotion probationary status allows for employees to utilize their leave benefits as long as they meet the requirements as outlined in Policy 207: Probationary Period. ~~During this period, the provisions of the probation policy will apply.~~

6. When an employee is promoted to a position having a higher pay grade, the employee's rate of pay shall be determined as follows:

   A. If the salary received in the lower grade is below the minimum rate of the pay grade for the class to which promoted, the rate of pay shall be increased to at least that minimum.

   B. If the salary received in the lower grade falls within the range and above the minimum of the pay grade for the class to which promoted, pay shall be set at a rate which is a minimum of one step above the previous salary.

7. If the employee has been promoted to a position having a higher pay grade, or has been granted an unscheduled merit increase, the date of eligibility for the first succeeding step increase will be the date that the next step increase was due or upon completion of the service requirement for the new step, whichever is earlier.

8. 8. If the employee's probation is the result of a promotion or transfer, the probationary period shall only be used to determine the employee's ability to satisfactorily perform in the position. If the employee's performance is unsatisfactory, the employee shall be demoted or transferred to a position in the class in which the employee held regular status prior to the promotion or transfer. This action will be taken even if a lay-off is necessary in that class.

~~7.~~

Commented [MF2]: Added #8 below to cover this.

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Commented [MF3]: Taken from the Probation Period policy and added to promotion, transfer & demotion instead.

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