

CITY OF COMMERCE ADMINISTRATIVE POLICIES

PROMOTIONS

1.0 PURPOSE

To establish a policy for application and appointment to vacant positions by current employees.

2.0 POLICY

- 2.1 The City attempts to fill all vacant positions with qualified City employees, following a policy of upward mobility whenever possible.
- 2.2 Employees are encouraged to apply for any vacancy for which they may qualify in accordance with the Administrative Policy on **HIRING PROCESS**.
- 2.3 Generally, employees are expected to serve in their current position for at least a year before being considered for a promotion or transfer.
- 2.4 Selection of an employee for a promotion (or lateral transfer) is based on past work record, education, knowledge of the job duties, as well as time in service.
- 2.5 When considering the promotion (or lateral transfer) of City employees having the same or similar qualifications, the position will be filled after considering the factors listed above.
- 2.6 In cases where only one employee applies for a position and the person's abilities and qualifications are known to the hiring department, the formal selection process may be dispensed with upon concurrence of the City Manager.
- 2.7 If the interview process has been started, no offer of promotion may be made to any employee prior to completion of this process.
- 2.8 Temporary assignments may be made by the Department Head with approval of the City Manager for a specified time or assignment as necessary. Such appointments are made on "acting" basis and the employee returns to his or her regular position upon completion of the assignment. The actual salary for "acting" appointments is set by the Department Head in consultation with the City Manager pursuant to the Administrative policy on **TEMPORARY PROMOTION**.
- 2.9 An employee in an "acting" capacity, who performs satisfactorily, may be promoted to the position with approval of the City Manager

- 2.10 Whenever an employee is promoted to a higher position, or whenever an employee's position is upgraded, said employee will enter the new grade/position at the probationary level of the new position.
- 2.11 In the event the probationary level of the new or upgraded position does not provide a salary increase of 5% or more, the employee will enter at a salary increase of 5% or more.
- 2.12 The new pay rate, upon promotion, will not exceed the maximum of the new pay range.
- 2.13 Promotions do not change the person's date of hire.
- 2.14 The anniversary date for future pay increases will be revised to coincide with the promotion date.
- 2.15 Persons so promoted will be subject to the standard probationary period for the new position, unless specifically waived by the City Manager.
- 2.16 Employees who fail the probationary period may re-assume any prior appointment held prior to the promotion unless that position has been filled.
- 2.17 Employees in position classifications which are upgraded (or downgraded) in salary to reflect changes in market conditions will retain their existing anniversary date for future increases.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read 'Raymond M. ...', is written over a horizontal line that serves as a signature line.

Promotio.adp