

PENDING REVIEW & REVISION**NEW REFERENCE: 1-A-4**

CIVIL SERVICE PERSONNEL MANUAL

Subject Category: STAFFING AND EXAMINATIONS	Index Code B 14,1
Subject Title: Promotion Policy	Issued by: Labor Management Relations
Reference(s) Mayor's Dir. 35 (3-20-70), RCH 6-306, CS Circ. 704 (12-10-69), CS Circ. 810 (2-10-72)	
Purpose(s) To establish uniform promotion procedures in filling vacancies in the City based on a general system of merit, efficiency and fitness and in accordance with the City Charter and the Civil Service rules.	
<p>I. <u>POLICY DEFINITIONS</u></p> <p>A. "Qualified employee" means a regular employee who has been found qualified by examination for appointment to a position in a particular class and is on an intra- or inter-departmental promotional eligible list. It also means a regular employee who is eligible for promotion by non-competitive examination to a position in the same or related series except an employee who has served less than a year after receiving a regular promotion by non-competitive examination.</p> <p>B. "Inadequate list" means an eligible list with names of less than five persons who have been interviewed but are not considered suitable for the position, or the list has been in existence for more than one year and is not considered current by the Director of Civil Service.</p> <p>C. "Promotion" means the movement of a regular employee from an established position in one class to an established position in another class assigned to a higher pay range.</p> <p>II. <u>PROMOTION POLICY</u></p> <p>A. In filling vacancies, except for entry level positions, first consideration shall be given to promoting qualified City employees.</p> <ol style="list-style-type: none"> 1. Promotion on a competitive basis shall be first considered. 2. A non-competitive promotion may be considered when all of the following conditions are met: <ol style="list-style-type: none"> a. There is no promotional list or when there is an inadequate list. b. It is not practicable to schedule a competitive examination within a reasonable period of time. 	

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- c. Such promotion provides for the employee a reasonable career advancement and clearly indicates normal progression within the same or related occupational series.
- 2. In exceptional cases, as determined by the Director, a non-competitive promotion which deviates from the standard noted above may be justified and permitted. But such a non-competitive promotion shall be made only when circumstances clearly indicate that it is for the good of the service.
- B. Appointments on open competitive basis may be made when there are no adequate promotional lists and when there are no employees available or considered suitable for non-competitive examinations. The Director may determine that the filling of a vacancy shall be by open competitive rather than by promotion where it is in the best interest of the public service.
- C. Each department shall keep its employees informed on all promotional opportunities, whether within the department or within the City, and the procedures for applying for the positions.
- D. Employees should be encouraged to apply for all examinations for which they may be qualified and interested. Employees shall be permitted time-off with pay to take promotional examinations which are scheduled during working hours (Cir. 810).
- E. All persons whose names are on an eligible list certified for selection shall be given the opportunity of a selection interview.

Unless it is not practicable to do so, all employees who are considered qualified for promotion by non-competitive examination shall be given an interview.

All person given a selection interview shall be notified of the action taken in filling the position. Other interested employees should also be notified of the appointment.

- F. Equal consideration shall be given to all who qualify for selection. In evaluating suitability of persons for appointment, the following qualification factors shall be considered:
 - 1. Training
 - 2. Experience
 - 3. Attitude and dependability
 - 4. Skills and ability
 - 5. Promotion potential

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- G. Seniority in City service shall be a selection factor when the qualifications of the candidates are found to be substantially equal.
- H. Departmental promotion policies and procedures shall be in writing and consistent with these policies and shall require the review and prior concurrence of the Director of Civil Service.
- I. Prior approval from the Director shall be obtained by a department before submitting any document appointing an employee for promotion by non-competitive examination. Since any such tentative appointment must be reviewed on the basis of the above stated policy, departments should not make any announcements to employees prior to obtaining the Director's approval. Appointments will not be approved on a retroactive basis, unless exceptional cause can be shown. Each request for approval should be submitted in ample time for review by the Director and staff. (Cir. 704)