

## **Article III Section 8. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications**

**Promotions.** A promotion is the movement of an employee to a position in a class assigned to a higher salary range. The purpose of the ~~promotion~~ promotional pay increase is to recognize and compensate the employee for taking on increased responsibility.

When an employee is promoted, the employee's salary shall normally be advanced to the minimum rate of the new position or to a salary which provides an increase of at least approximately 5% over the employee's salary before the promotion, whichever is greater. In the event that an employee's salary is increased 5% but does not reach the probation completion amount for the position, that employee's salary shall be advanced to the probation completion amount. In special circumstances the Hiring Procedure authorizes the Department Head with concurrence from the Human Resources Director to advance the salary up to 15%. ~~Upon promotion, the annual performance review date of the employee will change to the date of the promotion.~~

Promoted employees may upon request of the hiring manager, serve a six-month probationary period except that employees in sworn police, entry level fire, and Department Head positions may serve a twelve-month probationary period. (Note: no pay increase is given at the end of a probationary period for a promoted employee unless promoted to the minimum rate of the pay range). If an employee does not successfully complete the probationary period, the employee may be reassigned to their original position if the position is vacant or a position of similar duties or the employee may be terminated. Longevity date ~~and any applicable market increase~~ will be based upon the employee's hire date. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the City Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the City, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the City shall consider internal comparisons with other employees in the same or similar jobs.

**Demotions.** Demotion is the involuntary movement of an employee from one position to a position in a class assigned to a lower salary range. When an employee is demoted to a position for which qualified, the salary shall be decreased at least 5%. Salaries of demoted employees may be no greater than the maximum of the new range. ~~The employee's annual performance review date will move to the demotion date.~~ Longevity date ~~and any applicable market increase~~ will be based upon the employee's hire date.

**Reassignments.** A reassignment is defined as the voluntary movement to a position in a lower salary range. When an employee takes a reassignment ~~to a position for which qualified, salary may be retained at the same level as long as their current salary falls within the pay range of the lower grade the salary will be decreased by at least 5%. The employee's salary shall not exceed the maximum of the new pay range.~~ If the employee retains their current salary, they will not be eligible for the 5% increase or probation completion level if they accept a position at a higher pay grade in the future unless the position they are promoted into is in a higher salary range than the position they moved from in the reassignment. Exceptions will be made on a case by case basis, authorized and approved by the City Manager.

**Transfers.** The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range shall not be changed by the reassignment.

**Reclassifications.** A reclassification is a change in a position's salary grade and title due to substantial and permanent increases or decreases in job responsibilities, complexities, duties and authorities. An employee whose position is reclassified to a class having a higher salary range shall receive a pay increase of approximately 5% or an increase to the probation completion amount of the new pay range, whichever is higher.

If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary. ~~The employee's annual performance review date will move to the reclassification date.~~ Longevity date ~~and any applicable market increase~~ will be based upon the employee's hire date.

#### **Article IV. Section 3. Recruitment, Selection and Appointment**

**Selection.** Department Heads ~~or the department hiring manager~~ with the assistance of the Human Resources ~~department~~ ~~Director~~ shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position, including criminal history where job-related using the DCI when needed. All selection devices administered by the City shall be valid measures of job performance.

**Appointment.** Before any commitment is made to an applicant either internal or external, ~~the Department Head shall make recommendations by the hiring team should be made to the Department Head . to the Human Resources Director including the salary to be paid, and along with~~ the reasons for selecting the candidate over other candidates. The Human Resources Director and Department Head shall recommend approval of appointments and the starting salary for all applicants to the City Manager. The City Manager shall approve appointments and the starting salary for all applicants.

#### Article IV. Section 5. Promotion

Promotion is the movement of an employee from one position to a ~~vacant~~ position in a class assigned to a higher salary range. It is the City's policy to create career opportunities for its employees whenever possible. Generally, there are two types of promotion: competitive and non-competitive promotions.

Non-competitive promotions occur when the internal employee has gained progressive experience in the field of work, has earned certifications/licensures if applicable, and has generally performed at a satisfactory level receiving positive performance evaluation(s). At the recommendation of the supervisor and approval by the department head, the employee is eligible to be non-competitively promoted to a class in a higher salary range.

Competitive promotions occur ~~Therefore,~~ when a current employee applying for a vacant position is best suited of all applicants, ~~that applicant shall be appointed to that position.~~ The City will balance three goals in the employment process: 1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position. Therefore, except in ~~rare~~ situations where previous City experience is essential at the recommendation of the department head (such as promotions to Police Sergeant), or exceptional qualifications of an internal candidate so indicate, the City will consider external and internal candidates rather than automatically promote from within. Candidates for competitive promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for competitive promotions using the same application process as external candidates.