

PROPOSED PROMOTIONAL POLICY

PREFACE

This policy enhances the upward mobility of staff members and complements the present practices in the Town which allow for personnel development.

The policy is based on the recognition that in the course of meeting institutional objectives, the duties and functions of an employee may change in complexity and responsibility. Promotions therefore, are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition. While good past performance enhances the validity of the promotion, it should not, of itself, be the primary nor sole reason for recommending a candidate for promotion.

Employment opportunities at the town may occur because an incumbent has been given expanded duties, responsibilities and authority, progressing, for example, through a recognized family of titles, or has moved to a different position vacated as a result of another incumbent having been promoted transferred, discharged, or retired. The promotion of a staff person at the Town does not typically involve an additional budget line being added to the promotion department's budget. Along with the increased responsibilities, the promoted person will receive an increase in salary, sufficient direction to begin the new position, and a new job description.

Each department head should implement a policy of annual performance evaluations and save them in the employee's personnel folder. These documents indicate prior performance levels and accomplishments in the department illustrating, for example, how effectively the tasks assigned were completed.

PROMOTIONAL POLICY STATEMENT

It is the Town's goal to ensure maximum opportunity for promotion from within, consistent with the commitment to institutional needs and institutional excellence, affirmative action, equal opportunity and applicable contractual agreements.

It is recognized that a promotion may occur through the following ways:

- (1) A reclassification of the individual's existing position as a result of the individual performing duties at a higher degree of responsibility and complexity than the current classification calls for. This requires an audit of the position through the job evaluation process.
- (2) The filling of an existing higher level vacancy by a promotable individual at a lower classification. Both processes must include a current job description and a new job description of the individual being promoted. Accordingly, it is the Town's policy to provide internal employment to qualified candidates through intradepartmental promotion whenever possible. The criteria used when considering employees' qualifications for promotion must be fair and unbiased,

and all town employment policy requirements must be fully met and documented. Employees are to be considered for promotion regardless of age, sex, race, color, national origin or physical impairment.

ELIGIBILITY

For the purpose of this policy statement, a promotion is defined as advancement to a different position which has increased responsibilities and adjustment to a higher salary level. All Town employees who have successfully completed the probationary period specified by conditions of employment or contract are eligible to be considered for promotion. They are encouraged to review all job vacancies circulated to each department and posted in the Personnel Office and Affirmative Action office on a regular basis.

Supervisors should also be aware that promotable candidates need only satisfy the qualifications as specified in the job description and not the qualities, skills or knowledge of the incumbent.

IMPLEMENTATION

Posting/Waiver of Posting and/or Advertising

Supervisors should encourage all support staff members within their areas of responsibility in the pursuit of career advancement and should ensure that all qualified internal applicants, especially women and minorities, are duly considered for vacancies in their unit before recruiting outside candidates. Accordingly, to promote internal mobility, a procedure for waiving job posting requirements and/or external advertisement has been established.

II. PROCEDURES FOR PROMOTION

Consideration of an Existing Employee with the Same Department as the Vacancy

- When a new position is created or a vacancy occurs in a department and the Town is intending to fill the position, the Town will post the position to enable all within the bargaining unit to have the ability to apply for the vacancy.
- Employees who are currently working within that department will be given first consideration. One position genuinely prepares the incumbent for the next. This allows for upward movement within the same or related family of job groups where skills are easily transferable.
- The Department Head will interview any and all applicants who have applied, paying particular attention to whether the employee has demonstrated the ability to perform the higher job and/or has the ability to be trained for that position.
- The Department Head will then submit a written evaluation of each individual and a recommendation of whether the position should be filled from within his/her department and/who would be the best candidate. This recommendation will be made to the Assistant Director of Administration & Management or a designee of the Mayor who acts in the capacity of Personnel Director. Civil Service Commission will confirm the filling of the vacancy.

- The Personnel director will make a recommendation to the Mayor for a final approval of the promotion or movement to the second step of considering any other employee within the bargaining unit desiring consideration for the vacancy.

**Consideration of Employee from another department
but within same bargaining unit**

Each employee desiring consideration will be interviewed by their own department head. Following the interview, the department head will submit a written evaluation of their employee's performance in that department and the interview conducted.

The Department Head will interview all the remaining internal candidates from within the bargaining unit and submit a written evaluation of each along with a recommendation of who they feel would best be suited to fill the vacancy in the department. This would be submitted to the Director of Personnel. The Personnel Director will make a recommendation to the Mayor for a final approval. Civil Service Commission will confirm the filling of the vacancy.

In the event that no qualified candidate is found through the above procedure, the Director of Personnel will request the Civil Service Commission to authorize a test to be administered by the Civil Service Chief Examiner in order to fill the position. If a certified test is still valid for the same job level, the Personnel Director will request from Civil Service a certified list of candidates to be interviewed and considered for the position, in accordance with Civil Service rules and regulations.

In any of the above situations, if two applicants are equally qualified to perform the duties of the job, preference shall be granted to the senior bargaining unit employee.