

PROMOTIONS AND TRANSFERS

If a vacancy occurs in any City department for which you are qualified, you are encouraged to complete an application through the CLICK system. The City wants to promote its employees whenever possible. However, probationary employees shall not be considered for other employment within the City without prior approval from his/her department head.

To be eligible for initial employment or a promotion to a position, which requires the routine operation of a City vehicle, you must meet the standards outlined in the DRIVING STANDARDS section of this Handbook.

If you are promoted to a position which is two or more ranges higher than your present position, your salary will be increased to the minimum rate for the higher class or the rate which is 10% above your current salary, whichever is greater. In the case of a promotion to a class, which is one range higher than your present class, you will be increased to the minimum rate for the higher class or receive a 4% increase, whichever is greater. In cases where there is a significant increase in responsibilities and the department head determines that a higher percentage increase is warranted, a written request for approval with justification must be submitted to the City Manager or designee.

When an employee is promoted to a position in a higher class but does not meet all of the qualifications, such employee should be started below the minimum rate of the class to be determined by the department head. When the employee demonstrates to the department head's satisfaction that he or she meets the minimum qualifications, the employee will be advanced to the minimum rate of the grade. Promotional salary increases will be effective on the date of promotion.