

Promotional Pay

- 1.0 POLICY STATEMENT:** This policy establishes the promotional pay increases for competitive and non-competitive evaluation processes. The promotional pay increase reflects the City's desire to uphold proper compensation practices for an employee selected to a classification with higher level responsibilities.
- 2.0 PROCEDURES:** An employee who is promoted to a classification of the city's pay plan and is in a higher pay grade will be paid at the minimum of the new pay grade, or a ten (10%) percent increase, whichever amount is greater. In no event will an employee be paid more than the pay grade maximum, irrespective of the minimum promotional pay increases established herein. Employees promoted shall be placed on a six (6) month probationary period. Employees are not eligible for merit increases during the probationary period.

Competitive Promotion

- 2.1 A competitive promotion is characterized by a competitive evaluation process wherein a number of candidates are able to compete for advancement and a person is selected to assume the full-duties of the higher paid position.
- 2.2 Employees promoted through a competitive evaluation process will receive a ten (10%) percent promotional pay increase or the minimum of the new pay grade, whichever amount is greater.

The City Manager, in his discretion, shall determine promotional pay increases for classifications within two reporting levels of his position.

Non-Competitive Promotion

- 2.3 A non-competitive promotion is characterized by the advancement of an employee from one classification to another that occurs upon completion of the requisite training, certification, experience, time in grade, or other

qualifying event upon recommendation of the Department Director and Human Resources Director.

- 2.4 Employees advancing to a higher paid classification will receive a seven and one-half (7.5%) percent promotional pay increase or the minimum of the new pay grade, whichever amount is greater.
 - 2.5 Intern, trainee, and temporary/seasonal appointed or classified employees are exempt from the provisions of the non-competitive promotion procedures and shall go to the minimum of the pay grade.
 - 2.6 In the event a non-competitive classification becomes characterized by a competitive evaluation process wherein a number of candidates are able to compete for advancement and a person is selected to assume the full-duties of the higher pay grade classification, a competitive promotional pay increase will be made in accordance with the Competitive Promotion section, 2.1 and 2.2, of this policy. This applies to all classifications within the City's pay plan.
- 3.0 RESPONSIBILITY:** The Human Resources Director shall ensure that all promotional pay increases that are forwarded for approval of the City Manager comply with this policy.

APPROVED:

M. Denis Peterson
City Manager

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