

ARTICLE VII

PROMOTION, DEMOTION, TRANSFER, RECLASSIFICATION

Section 1. Promotions

Paragraph 1. Posting

In order to give qualified Murray City employees proper consideration when a vacant position exists, the Human Resource Director shall post notice of the vacancy on the bulletin boards of all city departments and any major subdivisions thereof. The notice shall contain the title of the vacant position, the pay range, and the requirements of the position and shall remain posted for five working days.

Paragraph 2. Bidding

Employees who desire to bid for an available position must apply in writing on the prescribed form to the Human Resource Director within the five-day posting period; following the five-day period, eligibility will be determined according to Paragraph 3 of this section.

Paragraph 3. Bidding Eligibility

All Murray City employees who are classified as full time, part time, seasonal or temporary shall be afforded an interview with the hiring authority, if they meet the minimum qualifications, as determined by the Human Resource Director or designee.

Paragraph 4. Bids for positions in the same or lower class

Full-time employees who are promoted will be moved to the next available step of the higher position that reflects at least a 5% pay increase, never to exceed step 12.

Employees who voluntarily or involuntarily are moved to a position with a lower salary range will remain at the same step they currently occupy at the lower position.

The promoted or transferred employee shall complete a six (6) month probation period, to include a performance evaluation. The promotion date will now become the employee's new annual performance evaluation date.

Paragraph 5. Selection of applicants

The Human Resource Director will refer all applicants who meet the minimum qualifications for the job to the hiring authority. The hiring authority may review the applicants' personnel folder and all pertinent information and if deemed necessary, applicants may be given a competitive examination to determine the most qualified person for the position. Development of methods of testing and review of each applicant shall be the responsibility of the Human Resource Director and/or the hiring authority and is subject to review by the Personnel Advisory Board. All examinations shall be impartial, fair, and practical and designed to test the relative qualifications and fitness of applicants to discharge the duties of the particular position which is to be filled. The applicable Department/Division Head has the authority to make the final selection.

Paragraph 6. Probation period for promoted employees

All promoted employees shall serve a probation period, the nature of which shall be:

- A. Regular full-time Career Service employees who are promoted shall receive compensation as specified by the city pay policy and shall serve a six-month probation period for the purpose of training and effective adjustment to the responsibilities of the new position. The probationary period may be extended for training purposes.

An extension for training shall not last more than six months. The department head may recommend regular appointment at any time during the extended probationary period. The employee shall retain all rights of regular employment and tenure during this probation period.

- B. Regular seasonal, temporary, or part-time employees, and employees serving an initial probationary period, who are promoted shall receive compensation as specified by the city pay policy and shall serve a probation period for the new position equivalent to that for new city employees as defined by Article VII of these regulations.

Paragraph 7. Unsuccessful promotions (full-time Career Service employees)

If a promoted full-time Career Service employee fails to meet the requirements of probation, the employee may at the discretion of the Human Resource Director and department head:

- A. Return to the previous position held if the employee has had a good work record and is in good standing with the department from which the employee was promoted, or

- B. Be placed in a position of similar classification to the one held prior to promotion, as a vacancy occurs for which the employee qualifies.

Section 2. Demotions

Paragraph 1.

The appointing authority may demote an employee for inefficiency or other causes justifying dismissal. If the demotion is not within the same series, the appointing authority shall request the Human Resource Director to certify that the employee meets the minimum qualifications for the new position.

Paragraph 2.

A demotion for inefficiency or for other justifiable causes shall be supported by adequate documentation of prior warnings to the affected employee. What constitutes sufficient documentation shall be determined by the Personnel Advisory Board and shall be based on the number and seriousness of recorded employee offenses. Supervisors shall observe these rules in determining when demotions are justified.

Section 3. Transfers

Paragraph 1.

A transfer shall occur when at the request of the department head an employee is transferred from one position to another within the city.

Paragraph 2.

An employee may be transferred to another position for reason of training, shortage of funds, or department reorganization.

Paragraph 3.

When an employee transfers from one department to another, the employee should start work with the new department no later than two weeks from the date of approval of said transfer. If possible, the actual transfer date should be at the beginning of a new pay period.