

ARTICLE 5 - PROMOTION AND TRANSFER

Section 1. Promotion

- A. When the City Administrator determines that the best interests of the City will be served, vacancies in the classified service may be filled by promotion of regular employees. Such internal examinations shall be open to all regular full-time employees in the City service.
- B. Reclassification of an employee to a position of greater responsibility with a higher range of pay shall be considered a promotion.
- C. If the promotion involves a transfer from one department to another department, both Directors must agree to the effective date.
- D. The effective date of the appointment shall initiate the employee's promotional probation in the new position.

Section 2. Transfer

- A. An employee may be transferred as provided in the promotion section of this Article.
- B. No person shall be transferred to a position for which that person does not possess the minimum qualifications. Upon notice to the Human Resources Director, an employee may be transferred within the same department by the Director at any time from one position to another position in a comparable class. For transfer purposes, a comparable class is one with the same maximum salary, which includes the performance of similar duties, and requires substantially the same basic qualifications.
- C. If the transfer includes a change from one department to another the City Administrator must approve the transfer.
- D. An employee transferred within a department or between departments to a position in the same class or in a different class, which has the same pay range as the former class, shall retain the same rate of pay.