

	City of Cedar Park Human Resources Policy Manual		
	Promotions		
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1.0 Policy

When a position vacancy occurs, an opportunity to promote from within may be explored consistent with the goal of filling a position with the most capable individual available. An employee is encouraged to develop his/her qualifications and apply for vacant advancement opportunities for which he/she qualifies. A hiring Department Head may promote from within and may first consider current qualified employees to fill a vacancy, unless outside recruitment is considered to be in the City's best interest.

2.0 Procedure/Rule:

- 2.1 A promotion is the assignment of an employee from a position in one pay class to a position in another pay class having a higher maximum salary, either within or outside the employee's current department.
- 2.2 A selection process may be limited to qualified City employees or such employees may be given preference for promotion across organizational lines. At times, external recruiting sources may be used simultaneously with an internal search.
- 2.3 An employee shall be employed with the City for six months or longer to apply for a promotion to a vacant position when the position is advertised or posted. An exception may be granted by the City Manager when such promotion is in the best interest of the City.
- 2.4 The promotion process is described below:
 - 2.4.1 Application. An employee applying for a position in a higher pay class within or outside the employee's department shall complete an on-line employment application. Applications shall be screened by Human Resources against required qualifications, essential job functions and job standards. Qualified applicants will be forwarded to the Hiring Manager for consideration.
 - 2.4.2 Effective Date. If an employee is selected to fill the vacancy, the Hiring Manager shall contact the employee's Department Head to establish a mutually agreed upon effective date for the promotion.

Normally, a promotion shall be effective on the first day of a payroll period.

- 2.5 Temporary Promotion. The City Manager or designee may authorize a temporary promotion to insure the proper performance of City functions. A temporary promotion shall not be used to circumvent normal selection procedures.

An employee so promoted may be compensated additionally for the duration of his/her temporary assignment in an amount to be determined by the City Manager or designee. Authorized additional compensation shall be paid only in cases of formal temporary promotion effected in accordance with these rules.

- 2.6 Nothing herein shall be construed to prevent the assignment of higher-level duties to an employee without additional compensation.