

	Policy: Promotion, Demotion, Transfer & Reclassification	Effective Date: May 19, 1992
		Revision Effective Date: October 1, 2006, March 1, 2007
	Policy Number: HR-07	Page 1 of 2
	<hr/> F. Craig Meadows, City Manager	<hr/> Human Resources Responsible Party

PROMOTION

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the City's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is the best suited of all applicants, that applicant shall be appointed to that position. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Candidates shall apply for promotions using the same application process as external candidates. The City of Monroe reserves its discretionary rights to promote within.

When an employee is promoted, the employee's salary shall normally be advanced to the minimum level of the new position, or to a salary which provides an increase of at least approximately 5% over the employee's salary before the promotion, provided, however, that the new salary may not exceed the maximum rate of the new salary range. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility.

DEMOTION

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such demotion shall follow the City of Monroe's disciplinary procedures.

When an employee is demoted to a position for which qualified, for other than disciplinary or performance-based reasons, the employee will be placed at a pay rate within the new pay grade which the appointing Department Director determines is (1) consistent with the employee's skills, knowledge and ability as related to the new position; and (2) equitable to the incumbents in that classification. Exceptions to this policy may be granted by the City Manager if an employee is being forced into another position (e.g. Reduction in Force action, reorganization, etc.). If the demotion is for cause, the salary shall be decreased at least approximately 5%, or to the maximum of the new range, and no merit increase will be granted for 12 months.

Policy No.: HR - 07	Policy Name: Promotion, Demotion, Transfer and Reclassification	Page 2 of 2
----------------------------	--	--------------------

TRANSFER

Transfer is the movement of an employee from one position to a position in a class in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. The Department Head wishing to transfer an employee to a different department or classification shall make a recommendation to the City Manager through the Human Resources Director. Any employee transferred without requesting the action may appeal the action in accordance with the City of Monroe's grievance procedure. An employee who has successfully completed a probationary period may be transferred into the same classification without serving another probationary period.

The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range shall not be changed by the reassignment.

REQUEST FOR RECLASSIFICATION

Any Department Head or employee who considers the position in which he or she is classified to be improper, shall submit a request in writing for reclassification through the department head to the Human Resources Director. Upon receipt of such request, the Human Resources Director shall study the request, determine the merit of the reclassification, and forward the recommendation to the City Manager for consideration. The City Manager will make further review and take final action on the reclassification request.

When it has been determined by the City Manager that there has been a change in the knowledge, skills, abilities and responsibilities required by an employee to perform his/her position, and the position is reclassified to a class having a higher salary range, the employee shall receive a pay increase of approximately 5% or an increase to the minimum of the new pay range, whichever is higher. If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.