



Promotion Recommendation Form

Promotion Guidelines

Scenarios:

1. An open position at a high grade exists and an a current employee is found qualified and hired into the position
2. A restructure of duties has resulted in a qualified employee assuming additional responsibilities which require increased skills
3. An employee demonstrates levels of performance consistent with a higher level AND there is organizational need for him/her to perform at that level

Considerations:

1. Scope of position
2. Contacts – internal and external
3. Decision-making
4. Job complexity
5. Autonomy
6. Scope of supervision

Timing:

1. Annually, with focal review
2. In conjunction with filling an approved open position
3. As a result of a reorganization/restructure

Process (for in-place promotions):

1. Discuss with Director, Human Resources and Finance to ensure preliminary approval and funding
2. Complete the Recommendation for Promotion form and attain signatures
3. Once approved, complete Personnel Action Notice, attach signed Recommendation form, and submit to HR for processing
4. Plan communication to employee, department staff and all staff
5. Announce per communication plan

Recommendation for Promotion

Employee: _____
Supervisor: _____
Department: _____
Current Job Title: _____
Current Grade: _____
Current Salary: _____
Proposed Job Title: _____
Proposed Grade: _____
Proposed Salary: _____
Most Recent Performance Rating: _____
Effective Date: _____

I. Employee's current role/scope of responsibilities:

II. How have the job and department needs changed?

III. Justification for promotion

Document the high level of performance of the employee, his or her growth as a professional in their position and field, and the increasing impact he or she has had on the organization. Emphasize the employee's professional expertise, demonstrated leadership, commitment to service excellence and the established goals of the City.

IV. Comparable positions:

Title: _____
Incumbent(s): _____

Title: _____
Incumbent(s): _____

Approvals:

Manager

Date _____

Director

Date _____

Finance

Date _____

Human Resources

Date _____

City Manager

Date _____

Notes:
