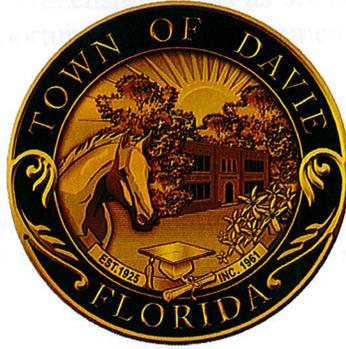


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**PROMOTION
SOP #21-010**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	December 16, 2009	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

Stacy H.S. Hesser

Author

Bobby Lewis

Town Administrator

9/24/12

Date

9-24-12

Date

1-1. POLICY.

It is the policy of the Town of Davie to encourage promotions from within, whenever possible, in keeping with professional standards and in the best interest of the Town of Davie. Every employee, regardless of race, color, religion, national origin, age, sex, handicap, marital status, or citizenship status as set forth in the Florida Statutes, Chapter 760.01, will have the opportunity for advancement based solely on the individual's abilities and qualifications.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive and Part-Time employees.

1-3. PROCEDURE.

a. Promotional Procedure

1. When vacancies occur, the Human Resources Department will prepare an "In-House Vacant Position Posting" allowing Town of Davie employees up to five (5) calendar days, excluding holidays, to request consideration for the position.
2. The Department Director will have the right to shorten the In-House posting time in certain circumstances or to run concurrent advertisements for critical positions.
3. The "In-House Vacant Position Posting" will be placed in each department so that employees have the opportunity to review the vacancies. Requests for consideration of the position will be made on a form provided by the Human Resources Department and must be completed by the employee and returned to the Human Resources Department on or before the date specified on the notice.
4. A copy of the request from the employee will be forwarded to the Department Director for consideration. If the Department Director selects a Town of Davie employee for the position, the same procedure will be followed to fill the position vacated by the selected employee. If a selection is not made by the Department Director from the Town of Davie employee applications, the Human Resources Department will advertise the job opening in accordance with recruitment procedures.

b. Effect of Promotion on Pay Grade, Pay Rate, Anniversary Date, and Probationary Period.

1. A regular service employee or, in the absence of available qualified regular employees, an adjustment period employee may be promoted to a job classification with a higher rate of pay after having successfully met any applicable requirements. In addition any employee who meets the requirements of Chapter 295, Florida Statutes, (laws pertaining to veterans), shall be promoted in accordance with such requirements.
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2. At the discretion of the Department Director or designee, an employee may be considered for a promotional increase immediately at the time of promotion. Upon promotion, such employee shall have his or her pay grade, pay rate, anniversary date and adjustment period changed in accordance with the following procedures:
 - (i) Upon promotion, an employee shall receive at least the minimum pay rate of the pay grade established for the job classification to which the promotion is made.
 - (ii) Promoted employees may be eligible for consideration for a merit pay increase one year after the effective date of such promotion pursuant to budgetary constraints.
 - (iii) Pay rates for promotions will be as follows:
 - (a) Promotions to a pay grade of one (1) or two (2) levels higher will result in an increase of 5% or the minimum of the new grade, whichever is higher.
 - (b) Promotion of a pay grade above two (2) levels higher will result in an increase of 5% to 10%, at the discretion of the Department Director, with the approval of Human Resources, or minimum of the new pay grade, whichever is higher.
 - (c) Increases outside the above guidelines will require approval of the Human Resources Director (or designee) and the Town Administrator.
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