

CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL

CHAPTER: 06 HUMAN RESOURCES POLICIES

POLICY #: 06.07.03

SECTION: 07 PROMOTIONS AND TRANSFERS

SUBJECT: 03 PROMOTIONAL RATE POLICY

**OFFICE/DEPARTMENT:
HUMAN RESOURCES**

EFFECTIVE DATE: 04/01/07

CITY MANAGER: Michael S. Levinson

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POLICY

The City of Coral Springs recognizes that when a promotion has occurred, the employee may be awarded a salary increase along with the promotion. This policy stipulates the guidelines for consideration of pay rate upon promotion.

ELIGIBILITY

A regular employee occupying a budgeted position who is promoted to an available full time budgeted position assigned to a higher level of classification is eligible under this policy.

DEFINITIONS

Promotions: After a recruitment and selection process has been conducted, a promotion is an appointment of a current City employee from one budgeted position to another available budgeted position assigned to a higher classification level.

Rate Upon Promotion: is the new rate of pay recommended by the Department Director for a promoted employee in a higher classification level and approved through the appropriate channels.

Classification Level: is a level assigned during the classification development process conducted by the Human Resources Department.

PROVISIONS

1. All appropriate job postings, bulletins, and/or advertising shall be conducted prior to any decisions of appointment. As the result of such recruitments, an employee may be appointed to the position as a promotion. Simultaneously, the employee may be eligible for a salary increase in accordance with the rate upon promotion guidelines. Promoted employees shall serve a one year position probation period.
2. A reclassification action may be considered as a type of promotion and does not involve job postings, bulletins or advertising. It can occur as recognition of functions, assigned and subsequently performed by a lower level classification, audited and reclassified to a higher level classification. Reclassifications do not affect or create probationary periods.
3. Provided the employee is not on the initial probationary period, the employee may receive a performance evaluation and prorated merit increase consideration concurrent with, and as an addition to, the actual promotional pay rate. Actions occurring from the

1st through the 15th of the month shall count as a full month; actions occurring from the 16th through the 30th or 31st shall not count towards proration. Merit increases may be awarded for each full month served in the capacity prior to promotion since the last merit increase.

4. When a promotion occurs, the appropriate pay rate upon promotion is determined in accordance with the classification level of the new classification.
 - a. Promotions within the same classification level will result in a base pay rate increase to the minimum pay step of the new range, or up to a 5% increase if the employee's current pay rate exceeds the minimum of the new classification. The maximum pay range shall not be exceeded; the balance of the award must be taken in cash if the full amount exceeds the maximum pay range.
 - b. Promotions from any lower level classification to any higher level classification will result in a base pay rate increase to the minimum pay step of the new range, or up to a 10% increase if the employee's current pay rate exceeds the minimum of the new classification. . The maximum pay range shall not be exceeded; the balance of the award must be taken in cash if the full amount exceeds the maximum pay range.
5. Entry employment, in-service training periods, provisional, part-time and/or temporary appointments, may be paid at a rate lower than the minimum pay step of the assigned pay range if approved through the appropriate channels.
6. All assignments other than regular full-time employment designations shall be made only with written approval in advance. Such assignment pay or "Acting" pay is not considered part of the base pay rate and will be rescinded upon completion of assignment.
7. All promotions are subject to written approval in advance by the Director of Human Resources and the City manager as appropriate and shall not be indicated to the employee until written approvals for the promotion are obtained.
8. In all cases, the promotion effective date becomes the new job anniversary date and the beginning of the position probationary period for the promoted employee. A reclassified employee is not subject to a position probationary period.

HISTORICAL INFORMATION

This policy shall supercede and replace all prior policies and procedures on the same subject, promotion including but not limited to policies adopted on January 12, 1981, and October 23, 1987.

Michael S. Levinson, City Manager

Date