CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-15- 04 LGL 2005-0012
TITLE: PROMOTIONS EFFECTIVE DATE: JULY 14, 1986 REVISION EFFECTIVE DATE: July 3, 2015	

1.0   GENERAL

1.1   This policy is to be followed in filling the promotional vacancies for non-uniform employees in addition to Civil Service Rule VI.

1.2   TABLE OF CONTENTS

1.0   GENERAL
2.0   DEPARTMENTS/DIVISIONS AFFECTED
3.0   REFERENCES
4.0   DEFINITIONS
5.0   POLICY
6.0   PROCEDURE
7.0   RESPONSIBILITIES
8.0   APPENDICES

2.0   DEPARTMENTS/DIVISIONS AFFECTED

2.1   This policy shall apply to all City departments and divisions.

2.2   The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0   REFERENCES

Civil Service Rule V, "Appointment and Probation", Section 4(a)
Civil Service Rule VI, "Promotion"

4.0   DEFINITIONS

Not Applicable

5.0   POLICY

  5.1   It is City policy to aid, encourage and train employees so they may rise to the highest position possible.

6.0   PROCEDURE

  6.1   In accordance with Civil Service Rule V, Section 4(a), Action By Appointing Authority, "Upon receipt of a certification, the appointing officer shall interview and consider each eligible in order of certification."

  6.2   In order to have a record of the reasons why a job applicant is hired or not hired, supervisors shall record the results of the interview. The information may be helpful when referring back to the results of the interview at some future time. (See HR-31 Selection Interviews and Reference Checks)

  6.3   Upon completion of interviewing the promotional candidates, the supervisor should be prepared to discuss his/her decision with the candidates not selected for the position.

7.0   RESPONSIBILITIES

  7.1 The Human Resources Department shall administer this policy.

8.0   APPENDICES
     Not Applicable

APPROVED BY:

_____
City Attorney

_____
Human Resources Director

_____
City Administrator

6/10/15
Date

6·10·15
Date

6/18/15
Date