

INTRODUCTION

The City of Taft shall make all reasonable attempts to insure that realistic advancement opportunities are available to qualified employees regardless of race, color, religion, sex, age, marital status, disability or national origin.

It is the policy of the City of Taft to fill authorized position vacancies with the most qualified individual available and to provide promotional opportunities for qualified employees.

Accordingly, qualified employees currently occupying permanent positions within the City of Taft shall be eligible for promotional consideration.

Promotional Practice

1. The Personnel Officer shall insure that qualified employees of the City of Taft receive equal consideration for promotional consideration.
2. Employees seeking promotion into a position vacancy for which they are qualified shall submit an employment application to the Personnel Officer in accordance with the City's Recruitment, Selection and Placement Policy (Section 101 of this manual).
3. Those applicants deemed most qualified for position vacancies based on an evaluation of education, background and experience shall be interviewed.

*Note that the possession of minimum qualifications for a position does not insure a personal interview.
4. Following completion of the Recruitment and Selection procedure including application, interview, testing and investigation, the Personnel Officer shall provide the requesting Department Head with a list of names and the applications of those individuals deemed most qualified for a position vacancy.
5. The requesting Department Head shall interview selected candidates from the qualified list and may recommend the employment or promotion of any such candidate to the City Manager through the Personnel Officer.
6. Promotional offers shall be extended to selected candidates only by the Personnel Officer. This action, however, shall be taken only upon receipt of a Personnel Action Form approved by the Department Head and by the City Manager.

7. Employment offers for all promotional positions shall be made in accordance with the placement provisions of the City's Recruitment, Selection and Placement Policy (Section 101 of this manual).
8. Those employees of the City of Taft promoted to a position vacancy shall serve the required probationary period in accordance with provisions of the City's Probationary Policy (Section 109 of this manual).
9. Employees failing to perform satisfactorily in a newly assigned position shall be returned to their former position or to a position requiring similar skill and in a similar pay grade.
10. For purpose of this policy, promotion shall be defined as movement to a higher classification in the salary administration schedule.
11. No provision of this policy shall preclude the Personnel Officer from limiting promotional opportunities to qualified individuals currently employed with the City of Taft.