

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 104.04
SUBJECT: EMPLOYEE DEVELOPMENT	INITIAL EFFECTIVE DATE: 08/21/84
TITLE: IN-HOUSE ADVANCEMENT	LAST REVISION DATE: 01/01/92

POLICY STATEMENT:

The City of Denton's in-house advancement policy is to make every effort to fill job vacancies by in-house advancement of qualified employees to positions with the City. The authority to submit an employee requisition to fill a vacancy is delegated to supervisory staff by department directors. Requesting supervisors will specify, in the requisition, when a vacancy is an in-house advancement opportunity for employees within the City. For any posted vacancy, all employees shall have an equal opportunity to apply.

An in-house advancement is defined as a move to a classification at a higher pay grade than the classification the employee is leaving. The employee being considered will start at the minimum salary of the new classification, or receive a nominal increase over the employee's present salary, whichever is higher.

The decision for an in-house advancement will be based on the quality of each applicant's prior performance on the job as per the class specifications and job description. Other areas to be considered are attendance records, education, records of progression, completion of training or developmental assignments; awards, letters of commendation, and details of leadership experiences where appropriate.