

# CITY OF DENTON

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 104.07
SUBJECT: EMPLOYEE DEVELOPMENT	INITIAL EFFECTIVE DATE: 04/07/98
TITLE: DEVELOPMENTAL TRACKING	LAST REVISION DATE:

### POLICY STATEMENT:

It is the policy of the City of Denton to provide employee development opportunities by placing individuals in authorized, vacant positions in cases where the hiring authority desires to promote from within or where recruitment efforts initially fail to produce a qualified candidate.

**This provision shall not be construed as creating a contract of employment or as guaranteeing employment for any specific duration or as establishing a “just cause” disciplinary or termination standard.**

### ADMINISTRATIVE PROCEDURES:

- I. To be considered for employment under a developmental tracking plan, an individual must be within 18 months of acquiring the knowledge, skills, abilities, education and/or experience necessary to meet the minimum qualifications of the position.
- II. Hiring under the conditions of a developmental tracking plan is initiated by the hiring authority, with prior approval from the department director, by submitting a request form to the Human Resources Department.
- III. Upon plan approval, a developmental tracking agreement must be completed by the hiring authority and the employee prior to hire date.
- IV. The developmental tracking agreement is an agreement between the hiring authority and the employee which includes conditions the employee must meet to successfully complete the developmental tracking plan. The agreement conditions include but are not limited to the following:
  - A. Developmental tracking agreements must not exceed 18 months.
  - B. Developmental tracking agreements must include a plan completion date and specific dates for progress reviews.
  - C. Developmental tracking agreements must include specific knowledge, skills, abilities, education and/or experience requirements to be completed by the plan’s ending date.

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

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- V. An employee hired under the conditions of a developmental tracking plan will be placed in the pay rate below the minimum salary for the position filled and will not be eligible for performance increases. An employee's beginning salary may be adjusted based on the employee's salary history. The employee will receive a salary increase, and the employee will be eligible for performance increases upon successful plan completion.
- VI. Should the employee fail to complete the developmental tracking plan by the established completion date, the tracking agreement and/or employment status will be terminated. At this time, the employee must seek other employment options including transfers, demotions and other internal/external job opportunities.
- VII. Any extension of the level of the developmental tracking agreement must be approved by the City Manager and the Director of Human Resources prior to the completion date. An extension may be granted up to six (6) months for an employee who is unable to complete his/her agreement within the established time due to unforeseeable or unique circumstances. Extension considerations will be approved or denied on a case by case basis.