

City of Red Bluff  
Administrative Policies & Procedures – Personnel Manual

<b>Subject:</b>  Promotion		<b>Number:</b> 22-27
		<b>Effective Date:</b> 10/17/2023
<b>Departments Affected:</b> All		<b>Supersedes (Number/Date):</b>
<b>Authority:</b>  Section 2.82-A. Red Bluff City Code	<b>File References:</b>	
	<b>Approved:</b> Approved by City Council on: 10/17/2023	

**Overview:** All City of Red Bluff employee promotions shall be made in accordance with established standards outlined in this policy.

**Applicable to:** All employees

**Guidelines:** All promotions will be in accordance with the governing MOU, or if not governed by an MOU, at the Department Head’s discretion. All promotion processes will be conducted in a manner which recognizes only a candidate’s qualifications to perform the work prescribed in the classification specification. Employees who accept an offer of employment in a higher paying classification or are promoted to a higher paying classification within their department as a result of fulfilling training requirements, licensing, or experience, shall receive salary step placement as described below.

Reclassifications and equity adjustments do not constitute a promotion.

**Compensation**

Compensation will be at the range provided for in the Salary Schedule for the new, higher paying classification. The employee will be placed at a step in the new classification, which is no less than five percent (5%) higher than the employee’s former pay rate. With approval from the City Manager, applicants with experience and qualifications which exceed the minimum qualifications of the new position may be appointed at a salary step higher than the minimum 5%. Department Heads choosing this option will follow the process for placement other than A Step (See AP&P 22-26 Placement Other Than “A” Step & Early Step Increases).

When practicable, the effective date of the appointment should be the first day of the pay period following qualification for the promotion or the date of appointment in the new department.

**Probation**

All promotional appointments will be probationary for twelve (12) full months. Whenever a regular employee’s promotional appointment is terminated during the probationary period, the employee shall either be returned to the previous

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classification in which a probationary period was completed or to another vacant classification that is mutually acceptable. Employees who were appointed to a higher paying classification prior to completing the probationary period do not have bumping rights and will therefore not be allowed to return to their former position or be given the opportunity to agree to a position which is mutually acceptable (See AP&P 22-21 Probationary Period & Regular Status).

If the regular employee is returned to the previous classification, the employee's placement will be at the same range and step the employee held prior to the promotion. The employee's prior salary anniversary date shall be extended by an amount of time equal to the period in which the employee held the promotional position. If the employee is placed in another mutually acceptable position, placement will be at the range and step which represents the salary closest to, but not less than, the salary the employee was receiving prior to the promotion action.

**Flexibly Staffed Position Promotions**

At the discretion of the Department Head or according to the applicable MOU, a flexibly staffed position on the Position Allocation List (PAL) shall be granted when the employee has proven to be competent in the position and functioning at a journey-level. The Department Head should ensure that funds are available or request the funds through the budgetary process to allow the promotion. An employee receiving this type of promotion shall have completed their probationary period in the position they are vacating and have received an Evaluation score of Very Effective or higher, unless approved by the City Manager. If the promotion date falls upon the Step Increase date from the vacating position, the promoting employee will only receive the promotion to the step dictated under the Compensation section of this Policy. Promotions that are Flexibly Staffed on the PAL will be subject to a twelve (12) month probationary period (see AP&P 22-21).

**Leave Balances**

When an employee is promoted without a break in service from one department to another department, the department in which the employee is moving shall accept the employee's sick leave and vacation balances. The department in which the employee previously served shall pay all compensatory time off to the employee upon transfer to the new position. A regular or probationary employee, who is promoted without a break in service, shall retain their original hire date for computation of vacation accrual.

**Compensatory/ATO Balances**

When an employee is promoted from a non-exempt position to an exempt position, any earned Compensatory/ATO balance shall be paid out on the last pay period as a non-exempt employee. Exempt employees are not able to earn Compensatory/ATO, therefore they are unable to maintain a Compensatory/ATO balance.

**Conversion of Leave Balances**

For the Fire Department: At such time as an employee is moved from a forty (40) hour work-week to a fifty-six (56) hour work-week schedule, all earned leave balances, leave accrual rates, and holiday hours will be adjusted to commensurate hours in the new work schedule. Such leave balances shall be multiplied by a

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factor of 1.4. Also, annual salary and hourly rate shall be adjusted to appropriate figures as indicated in the City's current Salary Schedule.

At such time as an employee is moved from a fifty-six (56) to a 40-hour workweek schedule all earned leave balances, leave accrual rates, and holiday hours will be adjusted to commensurate hours in the new work schedule. Such leave balances shall be multiplied by a factor of 0.715. Also, annual salary and hourly rate shall be adjusted to appropriate figures.