



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 505: PROMOTIONS

A. General Provisions

1. All promotions in the Classified Service shall be made in accordance with the City of Kettering Civil Service Rules or applicable bargaining agreements.
2. All promotions in the Classified and Unclassified Service shall be made at the discretion of the City Manager. The City Manager delegates the authority for these decisions to the City's Department Directors in cooperation with the Human Resource Department.
3. Regular full-time and regular part-time employees receiving promotions shall serve a promotional probationary/introductory period in accordance with Policy No. 504: Probationary/Introductory Period and the City of Kettering Civil Service Rules, if applicable.
4. No regular full-time or regular part-time promotional appointment shall be final until the employee has satisfactorily completed any applicable probationary/introductory period. An overall rating of "Standard" or above is required on the performance evaluation conducted at the end of the probationary/introductory period, to document satisfactory completion.
5. Increases in pay associated with promotions shall be solely at the discretion of the City Manager or the Human Resource Director and in compliance with the Personnel Ordinance.
6. Supervisors should review applicable bargaining agreements and consult with the Human Resource Director or his/her designee when contemplating promotions.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.30.22
Date

Jenny Smith
Jenny Smith
Human Resource Director