

POLICY TITLE: Employment: Promotion			NUMBER 202.00
APPROVAL: Bob Lanier, Mayor: <i>Bob Lanier</i>			Page <u>1</u> of <u>2</u>
ISSUE DATE: January 1, 1993	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: January 1, 1993

Policy Statement: It is the policy of the City of Houston that each individual who is either newly employed in a Civil Service Position or promoted to a Civil Service position be eligible for promotion or transfer at the conclusion of the probationary period. (See Section 14-122 of the City Code of Ordinances (Probation - Duration).

A newly hired employee may be promoted or transferred to another department after having successfully completed the twelve (12) month probationary period.

A newly promoted or transferred employee may be promoted or transferred to another department after having successfully completed the six (6) month probationary period.

Policy Basis: Policy Statement

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ISSUE DATE: January 8, 1993	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: January 1, 1993

Policy Amplification: During the probationary periods, the following shall apply:

- 1) During a probationary period, an employee in a Civil Service position may not submit an application for promotion or transfer to a position in another department. An employee so doing will not be eligible to be considered as a candidate for the position for which s/he has applied.
- 2) This policy does not apply to a promotion or transfer within the employee's department during the probationary period. If a department determines that a particular employee is the best candidate for another position within the same department, the employee may be selected to fill that position.
- 3) If a probationary employee is promoted or transferred to another position within the same department, s/he will again have to complete the six (6) month probationary period before being eligible to apply for promotion or transfer to a position in a different department.

Policy Compliance: All employees through the department/division director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.