

PERSONNEL POLICY 91-4

SUBJECT: Promotion Compensation

PURPOSE: To establish a standard policy for determining the appropriate compensation when an employee of the City of Clarksville receives a promotion.

APPLICABILITY: All City of Clarksville Departments

REFERENCES:

- A. City of Clarksville Pay Plan, Fiscal Year 1990-91, Paragraph IV.
- B. Clarksville City Code, Sec 1-1309
- C. Ordinance 9-1991-92, August 21, 1991

POLICY STATEMENT:

References A and B above are changed effective August 1, 1991, by reference C. The change is made to correct the Fiscal Year 1990-91 pay plan, wherein employees who accept a promotion to a higher grade could receive less compensation than they would if they remained in their present grade.

The policy, as adopted by the City Council now reads:

“An employee who is promoted will receive a salary increase at least equal to the difference between their present salary and the next higher level in their former grade. In the event the promotion does not result in a salary increase of that magnitude the employee will be placed in the proper grade for the new position in the next step level of the new grade which exceeds the next step level increase in the former grade. The employee’s anniversary date for a step increase in the new grade and level will be changed to twelve (12) months from the date of promotion. A bona fide promotion is the movement to a job in a chain of progression and where the employee has the skills to perform at the required level.”

IMPLEMENTATION

The Director of Human Resources is responsible for the proper implementation of this policy.

When a promotion occurs within a City department or upon transfer to another department, the Department Head will prepare a Record of Change of Status form and forward the completed form to the Human Resources Department. The Director of Human Resources will verify that a position exists in that grade and that the new salary is properly assigned. Upon

verification, the form will be signed and forwarded to the appropriate payroll authority and to the Mayor for final approval. Once approved, a copy of the Record of Change of Status form will be sent to the appropriate payroll clerk and a copy will be placed in the employee's personnel file.

When possible, the effective date of the promotion should coincide with the start of the pay period.

OFFICIAL DOCUMENT
APPROVED BY CITY COUNCIL AUGUST 21, 1991
EFFECTIVE DATE: AUGUST 21, 1991

SAM PODURGAL, HUMAN RESOURCES DIRECTOR