



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Career Development</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>October 26, 2015</b>
<b>LAST REVISION DATE</b>	<b>Replaces <i>Section 8.1</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.</b>
<b>POLICY NUMBER</b>	<b>4.04</b>

**OBJECTIVE** The City of Watauga makes every effort to fill existing vacancies through the internal advancement of qualified employees.

**SCOPE** This policy applies to all regular full-time and part time employees of the City of Watauga. Police Officers and Fire Fighters are subject to the applicable provisions of Texas Local Government Code Chapter 143, the Rules of the City of Watauga Firefighters and Police Officers Civil Service Commission, and the general and special orders of the Police and Fire Departments, which may incorporate some or all of the provisions of this policy.

**POLICY**

All employees have an equal opportunity to apply for posted positions. Every attempt will be made to encourage qualified City employees to advance to positions of increased responsibility. Qualified City employees will be given preference in filling position vacancies when possible. All current employees applying for a position and meeting the minimum qualifications will be interviewed. When it is in the best interest of the City, and based on the Department Head’s recommendation, the City Manager may allow for an employee to be promoted to a vacant position without posting the vacancy.

Promotions are position changes to classes or grades with higher maximum salaries. The decision for promotion will be based on the quality of each applicant's prior performance, attendance, education, completion of training or developmental assignments, awards, letters of commendation, and details of leadership experiences where appropriate.

The selected employee will start at the minimum salary of the new classification, or receive a 5% increase over the employee's present salary, whichever is higher. Exceptions to this policy may be approved by the City Manager.

The City’s Classification Plan arranges positions into occupational pay grades. These grades tend to follow occupational groups, assuring that employees in comparable jobs receive comparable pay. However, the classes should not be interpreted as career paths or ladders. Employees may move across the classification plan, as well as within the grade, as job responsibilities or work conditions change.