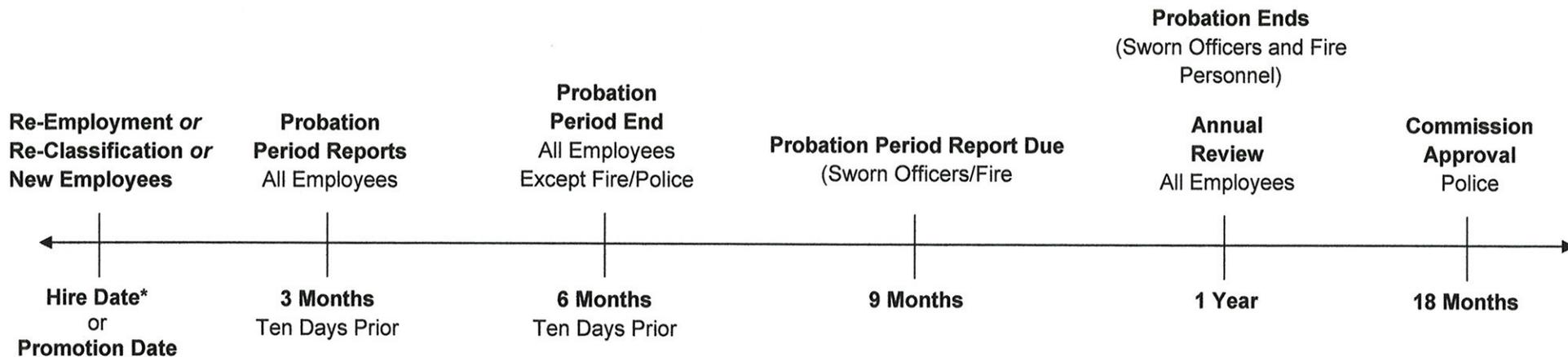


HIRE/PROBATIONARY/PROMOTION REVIEW PROCESS



Report to Personnel Director

- New Hires
- Promotions
- Demotions
- Suspensions
- Step (Merit) Increases
- Change in Permanent/Temporary Employee Status
- Appointments
- Dismissals
- Change in Salary Rate
- Transfers

* Sworn officers probationary period starts date of certification or licensure

Annual Review Process

- Job Description
- Forms:
 - Payroll Classification
 - Performance Appraisal Report
 - Employee Probationary Report
- Samples:
 - Fire
 - Police
 - City Departments
- Hire Date = Anniversary Date = Review Date
- Promotion Date = New Pay Grade/Classification Review Date

Employees can have Salary, COLA and Promotion increase in same calendar year

10/16/2008

Approved: 