


Department of Public Works and Engineering

Subject: PROMOTION	Departmental Policy 3-9
	Effective Date: Upon Approval
<p>I. Purpose</p> <p>To establish a uniform procedure for employee promotion.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>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).</p> <p>A newly hired employee may be promoted or transferred to another Department after having successfully completed the twelve (12) month probationary period.</p> <p>A newly promoted or transferred employee may be promoted or transferred to another Department after having successfully completed the six (6) month probationary period.</p> <p>Policy Amplification</p> <p>During a probationary period, the following will apply:</p> <p>A. 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 doing so will not be eligible to be considered as a candidate for the position for which she or he has applied.</p>	
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- B. 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.
- C. If a probationary employee is promoted or transferred to another position within the same Department, she or 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.

IV. Compliance

All employees through the Department/Division director will comply from policy date forward.

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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