

POLICY NUMBER

APM-4-91

City of Miami

REVISIONS

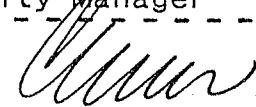
REVISED SECTION

DATE OF REVISION

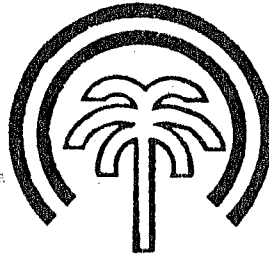
DATE: January 22, 1991

ISSUED BY:

Cesar H. Odio  
City Manager



SIGNATURE



ADMINISTRATIVE POLICY

SUBJECT:

IN-HOUSE PROMOTIONAL OPPORTUNITIES

PURPOSE: To create a review process to take advantage of City resources by encouraging the selection of non-sworn City employees for promotion.

Effective this date, this Administrative Policy supersedes all previous directives relating to this subject.

THE POLICY WILL BE AS FOLLOWS:

The selection of non-sworn City employees for promotional opportunities is of paramount importance to the City for their available expertise and knowledge of City operations and morale of non-sworn City employees resulting in the betterment of the City. Recognizing the desire of the City to enhance promotional opportunities to its non-sworn employees, Department Directors are required to submit justification to the Labor/Management Promotional Review Committee for review when the Department Director proposes selection of a non-City employee unless the position has been otherwise exempted herein. This policy will cover non-sworn classified full-time, part-time and temporary employees on the City's payroll.

LABOR/MANAGEMENT PROMOTIONAL REVIEW COMMITTEE:

A Labor/Management Promotional Review Committee shall be established consisting of four employees: two employee representatives selected by AFSCME, Local 1907 and two management representatives selected by the City Manager. A chairperson shall be selected by the members of the Committee.

The Committee shall meet as expeditiously as possible upon notification of a proposed non-selection of a non-sworn City employee for promotion unless said position is exempted from restricted recruitment as specified on the attached listing of exempt occupations.

PROCEDURES:

Should the Department of Personnel Management receive a request from a department to initiate an open recruitment for a



classification not included in the attached list of occupations exempt from restricted recruitment (see Appendix A); or a request for a certification list, the following shall occur:

- 1) Upon receipt of a request for recruitment on an open basis, the Department of Personnel Management shall forward a "Request to Hire Non-City Employee" form to the department director, or upon receipt of a request for a certification list the Department of Personnel Management shall forward along with the certification list a "Request to Hire Non-City Employee" form with proper instructions.
- 2) Should a Department Director or designee determine it is desirous to hire personnel from outside the City's workforce, the "Request to Hire Non-City Employee" form shall be completed and forwarded along with a copy of the certification list, if applicable, to the Office of Labor Relations.
- 3) The Office of Labor Relations shall immediately contact and forward the "Request to Hire Non-City Employee" form to the chairperson of the Promotional Review Committee.
- 4) Upon receipt of said form by the chairperson, the Labor/Management Promotional Review Committee shall meet as expeditiously as possible requesting the Department Director and/or designee to appear before the Committee.
- 5) The Department Director or designee shall be ready to present evidence to the Labor/Management Promotional Review Committee as to his/her reasons for requesting either open recruitment or non-selection of a non-sworn City employee for promotion. Department Directors are not obligated to promote non-sworn City employees with a demonstrable history of prior disciplinary problems, unsatisfactory work performance, poor attendance, failed background checks or other extraordinary circumstances which would warrant the non-selection of a non-sworn City employee. Those occupations requiring special qualifications, degrees, licenses, or entry level occupations as approved by the Civilian Labor/Management Committee (see attached) shall be eligible for open recruitment.
- 6) Upon review of the Department Director's justification for requesting either open recruitment or non-selection of a non-sworn City employee, the Labor/Management Promotional Review Committee shall forward a written recommendation to the City Manager for final approval with a copy provided to the



Department Director. Upon final determination, a copy will be forwarded to the department and the Department of Personnel Management for appropriate action.

- 7) The chairperson of the Labor/Management Promotional Review Committee shall be available to meet with the Department Director and the City Manager to discuss the Committee's recommendation as forwarded to the City Manager.
- 8) In accord with Civil Service Rules, applicants must demonstrate that they meet the minimum requirements for the position being sought. Non-sworn City employees whose names are included on an eligible register shall not in any way be automatically deemed more or less qualified than other non-sworn City employees whose names appear on same. Non-sworn City employees shall, however, be given preference over non-City employees for purposes of providing promotional opportunities.