



## **TOWN OF RIVERHEAD PROMOTIONAL POLICY**

The Town of Riverhead will ensure that all employees are given equal access to opportunities for advancement. All new examination notices received from the Suffolk County Department of Civil Service will be distributed to each department on a timely basis and adequately posted. All internal job vacancies will be posted for five (5) days as per the CSEA contract.

Requests for promotions must be submitted by the Department Head to the Personnel Officer prior to August 1<sup>st</sup> of each year for consideration by the Town Board during the month of September. The Department Head must receive the approval of the Financial Administrator for funding purposes, and the approval of the Personnel Officer for duties statement approval on the Town-approved Request to Hire/Promote Personnel form (see attached) before their request will be considered by the Town Board at a September work session. If the request to promote is approved, the promotion will become effective the following January 1<sup>st</sup>.

In accordance with the currently negotiated CSEA contract, any increase to salary received as a result of the promotion may not be less than three (3%) percent. Therefore, any individual promoted shall be placed in a grade and step that assures at least a three (3%) percent increase.

Under no circumstances will titles be moved within the structure of the Salary Schedules to facilitate a “promotion”; promotions can only be obtained by the natural progression of experience, additional licensing, and/or education qualifying an employee to move up the civil service ladder by testing, if they hold a competitive title, or by satisfying minimum service requirements, if they hold a non-competitive title. More importantly, promotions will only be considered if the nature of the employee’s job has changed significantly and they are performing work above the purview of their current title. Provisional promotions, meaning a promotion to a title that an employee qualifies for but for which no Certified List of Eligibles exists, will be given only under extenuating circumstances.

The Town recognizes that there may be times throughout the year when it could become necessary to fill vacant positions, and reserves the right to promote employees outside the time frames outlined in this policy under these circumstances.

Any questions concerning the above policy should be directed to the Town Personnel Officer for clarification.

Procedure for requesting a promotion:

The Town acknowledges that it is conducive to employee morale to have employees recognized for their contribution to Town operations and appropriately compensated for their work. The following procedure will be observed by employees who are seeking a promotion:

1. Request a meeting with your department head. Request the meeting well in advance of the August 1 deadline for requesting staff promotions that your department head must adhere to. During the meeting be prepared to discuss your accomplishments, and be able address how the nature of your current job duties have evolved enough to warrant a promotion. If the department head is in agreement, he/she must follow the timeframes outline in the policy.
2. If, after 30 days, you have not received a decision from your department head or you are unsatisfied with that the decision, you may appeal to the Town's Personnel Committee. Employees who wish to avail themselves of the appeal process must complete a classification questionnaire, available on the Suffolk County Department of Civil Service website. Completed questionnaires are to be submitted to the Town Personnel Officer who will schedule a meeting of the committee for its review within 20 days. You and/or your department head may be called in for questioning. The committee will, within 10 days, make a recommendation to the Town Board whose decision will be binding for the next fiscal year.
3. Employees who are unsatisfied with the Board's decision may still request a desk audit by the Suffolk County Department of Civil Service. However, there is no guarantee that a successfully completed audit will achieve the desired result of being promoted.