

**Policy:** AD-06-35

**Policy Title:** Promotion, Demotion, and Transfer Policy

**Policy Purpose:** Fill staff positions with the best qualified and best suited candidate either by promoting, transferring, or demoting an employee or by hiring outside the department.

**Implementation Date:** 09/22/2006

**Revision Date:** N/A

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT  
PROMOTION, DEMOTION, AND TRANSFER POLICY**

1. **Policy:** The Westfield Public Works Department (WPWD) promotes the policy of open promotion, transfer, and demotion of individuals to staff positions on the basis of qualifications and suitability without regard to race, color, religion, sex, national origin, age, disability, or veteran status, and in keeping with federal and state employment laws regulations and the regulations of the WPWD.
  
2. **Definition of Terms:**
  - 2.01 Promotion: Refers to the permanent movement of an employee from a position in one classification having more complex duties and/or responsibilities and salary range with a higher minimum and maximum.
  
  - 2.02 Transfer: Refers to the permanent lateral change of an employee from one position to another position of the same classification (title) in another department or a different work unit within the same department. A transfer involves no substantial change of duties, responsibilities, or qualifications.
  
  - 2.03 Demotion: Refers to the permanent movement of an employee from a position in one classification (title) to another classification having less complex duties and/or responsibilities and a salary range with lower minimum and maximum.
  
3. Promotion and Transfer Opportunities Program:
  - 3.01 The purpose of the Promotion and Transfer Opportunities Program is to enhance the career advancement opportunities of staff members by providing each staff member the opportunity to apply and receive consideration for promotion or transfer.

Each time a position becomes available in the department a job posting will take place. All openings will be required to be posted in the following places: break room bulletin board, customer service center bulletin board, and the administrative office. An associate who wishes to apply for

any openings within the department shall follow the instructions in the posting to be considered.

3.02 Staff members may make application and be considered for a promotion or transfer if they: meet the minimum qualifications for the job; have been employed in his/her position for a minimum period of six (6) consecutive months; and have a satisfactory record of performance.

The six (6) month requirement may be waived if the department head approves the request.

3.03 A staff member's expressed interest in a position will not jeopardize his/her current position or future opportunities.

3.04 A staff member who makes application for a promotion or transfer may be required to take pre-employment tests when applicable.

3.05 The effective date of a promotion or transfer will be determined by the department head.

4. **Demotions:** The department head may demote or reassign a staff member to a position where he/she will be able to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. A staff member may request a demotion to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons.

5. **Pay Rate Adjustment Upon Promotion, Transfer, or Demotion:**

5.01 Promotion: When a staff member is promoted to a position of increased responsibility or complexity of duties requiring a change of title and having a higher salary range, he/she will receive a salary adjustment either to the entry level of the salary range of the new position or to a salary rate which is at least three percent above the staff member's salary before promotion.

5.02 Transfer: In order to discourage, indiscriminate transfers, job hopping, and unfair competition between divisions, a staff member who transfers laterally to another position having the same or a different title, and the same salary range, is not eligible for salary increase.

5.03 Demotion: Upon demotion or downward reclassification of a staff member's current position, a staff member's salary may remain unchanged, if within the salary range of the new position, or may be adjusted to an appropriate level within the new salary range as approved by the department head. The new pay rate shall be determined by

consideration of the circumstances related to the demotion, the employee's employment record, and job performance.

- 6 **Promotion, Transfer, or Demotion Authority:** The department head is responsible for ensuring that the Promotion, Transfer, or Demotion Policy is uniformly and equitably administered. All promotions, transfers, or demotions must have the prior approval of the Town Manager, or his/her designee, prior to any commitment being made and prior to the effective date of the proposed changed status. This approval is required for review of the nomination, availability of funds, and compliance with department policies.
  
- 7 **Temporary Assignments:** Assuming other duties for a temporary period of time does not constitute a promotion and would not necessarily entitle the employee to additional compensation.



Bruce A. Hawk, Director  
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