

ARTICLE 24 - PROMOTIONS

(A) The City shall encourage promotion within the classified service. All qualified employees shall have an equal opportunity to compete for promotions in the classified service. Promotional opportunities in the classified service shall be posted and processed in accordance with the City of Las Vegas Civil Service Rules unless changes in those rules are adopted by the City Council.

(B) All regular classified City employees shall receive three (3) bonus points on open and promotional exams. Appointive employees who previously obtained "regular" status in a classified position may apply through a promotional or open recruitment but will not receive bonus points.

(C) Employees who are promoted shall be entitled to be placed in the lowest step in their new classification's salary grade that gives them at least a five percent (5%) salary increase, unless the employee is currently on the top step and is promoted to the next highest salary job grade. In that situation, the employee will go to the top step of the new grade.

(D) Regular full-time employees serving in an acting capacity, and subsequently promoted to the position in which they have been acting, will receive a maximum of 90 days (three months) credit toward their qualifying period, providing the service in that particular acting capacity has been continuous and within the same department.

Examples:

1. An Office Specialist I (OS) who has served in an acting capacity as an OS II for 45 continuous days in Building and Safety will receive, if promoted to that OS II position, the 45 days credit against a six month qualifying period.

2. An OS I who has served in an acting capacity as an OS II for 60 continuous days in different divisions within the same department shall receive the entire 60 days credit towards completion of the qualifying period.

Both management and employee shall have the remainder of the six-month qualifying period to decide whether or not confirmation in the new position is appropriate.

(E) Employees who are promoted shall have the right during the first six months (6) of their qualifying period to voluntarily demote to their former classification, salary status and department. The employee's salary shall be reduced to the same grade and step that the employee would have attained had the employee not accepted the promotion.

(F) When a new position is created or an existing position becomes vacant in a classification in the bargaining unit, the Director of Human Resources, after consulting with the appointing authority, shall determine, in accordance with the Civil Service Rules, how the vacancy is to be filled. Any open examination may limit the number of non-city employee applicants, but bargaining unit employees who meet the minimum qualifications may apply for and take any open examination regardless of the number of applicants.

(G) When promotional and open examinations are given simultaneously, the certification of the names shall be as follows:

Group I	Promotional	when less than five names remain,
add		
Group I	Open	when less than five names remain on
both, add		
Group II	Promotional	when less than five names remain in all
three, add		
Group II	Open	when less than five names remain in all
four, add		
Group III	Promotional	when less than five names remain in all
five, add		
Group III	Open	

(H) The decision to fill permanent full-time vacancies on a temporary basis pending the completion of the selection procedures will not be grievable. A vacancy filled by a demotion, transfer, management reassignment, rehire, or recall in a position that is equal to or less than the employee's previous position does not require posting.

(I) The Association shall be furnished a copy of all job announcements and promotional announcements.

(J) TRANSFER RETURN RIGHTS

The parties agree that effective upon signing, the following procedure shall be followed once an employee-requested transfer has taken place:

1. Employees who have requested and accepted transfer positions shall have the right, during the first six months of their qualifying period, to voluntarily return to their former department in the same classification.

2. Exception: Employees voluntarily transferring to a flex position, where the entry level for that position is a lower salary grade than their current position, but the journey level is higher; do not have return rights to their former classification. This situation shall be treated as a voluntary demotion.

In the event of non-confirmation in either of the above cases, employees shall be returned to their former department in the same position unless a mutually acceptable agreement by all parties concerned shall be reached for placement elsewhere in the City.