



COMPENSATION PLAN

605.9 – PROMOTIONAL PAY

Policy Purpose: To establish a policy that addresses employee promotional pay.

Policy Coverage: This policy is applicable to all non-represented employees of the District.

Adopted Date: 11/16/2021

Revised Date: N/A

Policy #: 605.9

1. Background:

The District encourages employees to work toward promotional opportunities for which they are qualified. Promotions will be based on budget, position availability, position series, District needs, and the qualifications and potential of the employee eligible for the promotion.

2. Policy:

Promotional decisions are at the discretion of the District Fire Chief and in consultation with the Director of Administrative Services, and upon request from the applicable Division head.

Promotional opportunities will be made to encourage promotion from within the District to fill vacant or new positions, when possible. Existing full-time personnel meeting the qualifications are eligible to apply for all positions designated as promotional

Promotional Pay

The intent behind promotional pay increases is to place the promoted employee in a step in the new promotional range that is closest to a 10% increase above the employee's current wage. However, the promotional increase shall not fall below a 10% increase.

Promotional increases shall neither exceed nor fall below the new pay range.

A. Demotions

Employees demoted, either voluntarily or non-voluntarily, to a position in a lower job classification will receive a salary decrease to the step in the lower pay range that is equivalent to where the employee would have been had they not been promoted, but is at a minimum one step higher than their step prior to promotion; however, this placement shall not exceed the minimum or maximum of the pay range in which the employee is being demoted to.

B. Step Increases

Step increases will occur annually on the date of the employee's promotion.

C. Probationary Period

An employee promoted to a higher position will serve a 12-month probationary period in the new position. Failure to successfully complete the probationary period, without cause, can and will result in demotion or termination.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Director of Administrative Services, or his/her designee will review this policy every 3 years or sooner as necessary.