

**7.02 PROMOTION**

**Description**

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A promotion is a change in status of an employee, from a position in a lower class to a position in a class for which the maximum pay is higher. Assignments to higher level positions where the employee's civil service classification does not change are not considered promotions and employees carry no status in these assignments and have no rights to appeal the termination of such assignments. Employees who promote shall serve a probationary period in accordance with the **Administrative Rule on Probationary Periods.**

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**Salary Upon Promotion**

**[See Administrative Rule on Compensation .](#)**

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**Seniority Upon Promotion**

Seniority in the higher classification will begin to accrue on the date an employee is appointed to the higher classification. Seniority in the previous class is frozen when appointed to the higher classification.

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**Administrative Rule  
History**

~~Adopted by Council March 6, 2002, Ordinance No. 176302~~  
~~Effective April 5, 2002~~  
~~Revised: October 15, 2002~~

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