POLICY ID: HR-011	TITLE: Internal Promotion Policy	
☒ ORIGINAL ☐ REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: 09/01/13	Cindy Falk	7/23/13
APPLIES TO:	☒ FLSA EXEMPT	☒ FLSA NON-EXEMPT
	☒ REPRESENTED EMPLOYEES	☒ Non-REPRESENTED EMPLOYEES

This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.

Purpose - It is in the best interest of the Village to invest in the Village's employees to ensure that they are an available candidate that the Village can promote into a higher-level job when a position becomes available. The Village will save advertising expenses as well as time that the Village spends to bring a new employee up to speed with the policies and procedures by promoting from within. It also helps attract employees that are willing to commit more of their career tenure to the Village as they can see the potential for promotion, instead of having to move to another organization where they would be able to move up to a higher position in their career field.

Procedure – The procedure for promoting from within shall be as follows:

1. When an opening in a position occurs, the Village Administrator will post the opening internally for 5 working days. During that time, any current Village employee shall be able to apply for the open position. Upon conclusion of the 5-day internal posting period, the Village Administrator shall review any applications that the Administrator receives for any open positions. If after the 5-day internal posting period no candidates apply for the open position, then the Village Administrator shall advertise the position externally and hold interviews as necessary.
2. If the Village Administrator believes that an internal candidate shall meet the needs of the Village, then he or she shall interview that candidate discussing with them the increased time commitment, job responsibility and overall career direction with the candidate. If after the interview the Village Administrator believes that the candidate would be a suitable fit for the open position then she or he shall appoint that person to that position.
3. In the case of a department head position, if the Village Administrator believes that a proposed candidate would be suitable for a promotion to a department head position, the Village Administrator will submit a Personnel Requisition form, found in HR-004 to the Administrative Policy Committee (APC) of the Village, clearly marked as a "promotion". The Village Administrator will also provide the APC a suggested employment package for the employee in question as well as a suggested starting date for the employee in the new position. In the case where the Village has multiple candidates that the Village could promote to a position, the Village Administrator will submit to the APC the credentials of all candidates for the position with a recommendation as to whom he or she believes the Village should promote to the open position.
4. The APC at their next regular meeting will review the credentials of the candidate or candidates in question that the Village Administrator submits to them for promotion to a department head position during a closed session of the committee. Upon leaving closed session, the APC will make either an affirmative or a negative recommendation to the Village Board for promotion of the candidate in question.
5. The Village Board at their next regular meeting will review the recommendation of the APC regarding the promotion and either approve or reject the promotion as presented.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.