



Town Council Agenda Report

Date: June 23, 2020 Item No. 6

To: Honorable Mayor and Town Council

Subject: ADOPT RESOLUTION NO. 2020-30 - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL FOR THE TOWN OF APPLE VALLEY

From: Douglas Robertson, Town Manager

Submitted by: Kristine Shoup, Human Resources Analyst

Budgeted Item: Yes No N/A

RECOMMENDED ACTION

That the Town Council adopt the attached Resolution No. 2020-30, a Resolution of the Town Council of the Town of Apple Valley amending *Section 3.3 – Promotion* of the Personnel Policy and Procedures Manual for the Town of Apple Valley.

BACKGROUND

The Human Resources Department recommends amending *Section 3.3 – Promotion* of the Personnel Policy and Procedures Manual for the Town of Apple Valley. The amendment to this section provides updated language to clarify eligibility requirements for promotional recruitments.

FISCAL IMPACT

There is no fiscal impact for the recommended amendment to the Personnel Policies and Procedures Manual.

ATTACHMENTS

- A. Resolution 2020-30
- B. Section 3.3 – Promotion

RESOLUTION NO. 2020 – 30

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF APPLE VALLEY AMENDING THE PERSONNEL
POLICY AND PROCEDURES MANUAL FOR THE TOWN
OF APPLE VALLEY**

WHEREAS, the Town Council of the Town of Apple Valley has established the Personnel Policy and Procedure Manual for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify a section of the Personnel Policy and Procedures Manual for the Town of Apple Valley employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Section 3.3 shall be amended in accordance with Attachment B.
2. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith

Unless otherwise noted, the effective date of this Resolution shall be June 23, 2020.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley and signed by the Mayor and attested to by the Town Clerk this 23rd day of June 2020.

Mayor, Scott Nassif

ATTEST:

Town Clerk, La Vonda M-Pearson

ATTACHMENT B

Section 3.3 Promotion

It is policy of the Town to fill authorized position vacancies with the most qualified individual available and to provide opportunities for qualified employees to advance within the organization. For the purpose of this policy, promotion shall be defined as movement of an employee to a higher classification in the salary schedule, within the same department, due to an increase in duties and responsibilities and not due to a market adjustment in salary.

Employees interested in a promotion to a posted position vacancy for which they are qualified must submit an employment application to the Personnel Officer. Any employee in good standing is eligible for promotion consideration, assuming he or she meets the minimum qualifications for the position.

Employees promoted to a new position shall be placed at that step of the salary range in which the position is classified which represents a nominal five percent increase in the employee's current salary. Employees promoted to a new position having a maximum salary range higher than a five percent increase over the employee's current salary shall be placed at the minimum step of the salary range in which the position is classified.

Employees appointed to "acting" positions shall not acquire probationary or permanent status or rights, and time spent in an "acting" position shall not contribute to the probationary period if the employee is subsequently appointed to the position.

Promotional offers shall be extended to selected candidates only by the Personnel Officer. Employment offers for all promotional positions shall be made in accordance with Section 2.10 of this Manual.