

4.1.10 - Promotion

Standard: There shall be an established policy and procedures available to all employees defining the promotion process and the agency's role. The park and recreation agency may rely upon a state or local civil service commission, or other public or private external organization to administer one or more elements of the process in accordance with legal, professional, and administrative requirements.

Suggested Evidence of Compliance: Provide the policy and procedures, and indicate how they have been communicated to employees.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 17 – Human Resource Management, pp 445-448.

Agency Evidence of Compliance:

When vacancies occur, the Park District may choose to fill the position by promotion. The factors that shall be considered will include, but not be limited to, work performance, knowledge, training, education, ability, skill, efficiency, and length of continuous service from the last date of hire or promotion.

Performance reviews are also considered in promotional opportunities as indicated in the Performance Reviews Policy¹ as well as the Procedures for Applicant Selection & Hiring². An employee who has been promoted will be subject to an introductory period in the new position and any salary adjustment associated with the promotion shall be in accordance with the pay plan in effect for that position.

This information, along with all Park District policies and procedures, are posted on The Hub for review by staff at any time.

Documentation:

1. [04.01.10_Performance-Reviews-Policy.pdf](#)
2. [04.01.10_Procedures-for-Applicant-Selection-and-Hiring.pdf](#)

Agency Self Assessment: MET
