

HUMAN RESOURCES POLICY/PROCEDURENo:
HR-007**OFFICE OF PRIMARY RESPONSIBILITY:**

Human Resources

EFFECTIVE DATE:

10/25/2001

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REV. REV. DATE

SUBJECT: Promotions**REPLACES: N/A****OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Promotions policy.

SCOPE:

This policy shall apply to all Administrative Employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes
Administrative Rule 3

POLICY:

It is the policy of the Authority to offer employees promotions to higher level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the Authority's best interest.

All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, department head, and the Human Resources Department.

Employee eligibility for promotion will be determined by the requirements of the new job. In addition, to be considered, employees must have a satisfactory performance record, must have completed their Introductory Period, and have no disciplinary actions during the past twelve (12) months.

Job openings and promotions for which management solicits candidates from within will be posted on the employee bulletin boards. When job openings or promotional opportunities are posted, interested employees must initiate a written request to the Human Resources Department prior to the cut-off date specified in the posting.

The Human Resources Department may solicit outside candidates after the posting period.

Employee candidates for promotion will normally be screened and selected on the basis of attendance and work records, performance appraisals and job related qualifications including, in some instances, aptitude or achievement tests.

Promoted employees will be subject to the provisions of the Introductory Period Policy in their new positions. The employee remains an at-will employee at all times and the employment-at-will relationship is not altered by a promotion or completion of the subsequent introductory period.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director:

B. W. Brooks

Date:

9 January 2002

Department Director:

L. J. J. J. J.

Date:

1/14/02