

	<h1 style="margin: 0;">City of Helena</h1> <h2 style="margin: 0;">Personnel Policy</h2>	Policy number	6-8
		Original Adoption	02-09-1987
		Revision #	7
		Last revision date	October 2015
<b>Section Title</b>	<b>Employment</b>		
<b>Subject</b>	<b>Promotions</b>		

It is the policy of the City to provide promotional opportunities to employees when possible.

A promotion is defined as any movement of an employee from a grade on the City Pay Matrix to a higher grade resulting in higher pay. Promotions can occur for the following reasons:

- A competitive promotion process (also see policy 6-1).
- Participating in a department's advancement policy process.
- Temporary Promotion: A temporary promotion may be granted to an employee who assumes most of the duties of a higher range position for 30 days or more. A status sheet shall be submitted to the Human Resources Office indicating the temporary promotion, the name of the absent employee, and the estimated length of the promotion.

The employee shall be placed in the higher range at a step that will provide the employee at least a 5 (five) percent increase not to exceed the maximum for the new range.

Upon completion of the temporary promotion another status sheet shall be submitted to the Human Resources Office returning the employee to their previous position and pay.