



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 02/01/90

SECTION <b>407</b>	SUBJECT <b>PROMOTION, DEMOTION, TRANSFER</b>
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Promotions, demotions and transfers are not given automatically. All vacancies, except in cases of administrative promotion, must be approved, requisitioned, and recruited for in accordance with Section 301, Recruiting. In order to be considered for any posted opening, the employee must submit an application form. (Reference Section 304, Promotion/Transfer Opportunities.)

Promotion, demotion or transfer may involve a salary adjustment as stated in Section 604, Salary Administration Policies.

Promotion, demotion or transfer does not affect an employee's status, benefits eligibility, continuity and seniority with the City or employment probationary period unless in accepting the new position the employee changes status. See Section 401, Employee Status.

Promotion, demotion or transfer to another position or classification does require serving a new position probationary period and may give the employee a new anniversary date for salary increase eligibility. (Reference Section 604.) A status change notice, issued by the department, is required to effect a promotion, demotion or transfer.

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AMENDS/SUPERSEDES SECTION <u>507</u> , 05/26/82	REFERENCES	APPROVAL
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