

### **100.10 Promotion/Reassignment Policy**

Facilities Management will strive to provide a work environment that encourages individual growth and career development.

- It is the intent of Facilities Management to fill positions from within the department when such action is consistent with State and Federal Laws, the University's Diversity Plan and the department's ability to obtain the desired qualifications. The University Diversity Plan can be found at this link: <http://www.studentaffairs.colostate.edu/diversity-plan>.
- It is also the intent of Facilities Management to encourage and assist its interested employees in obtaining the knowledge, skills and abilities necessary to qualify for higher level positions when doing so does not interfere with the efficient and timely completion of the mission of Facilities Management. This will also be consistent with state and federal laws, the University Diversity Plan, applicable civil rights, and state and federal accessibility laws.

#### **Facilities Management will:**

1. Whenever possible, promote from within when the available "in-house" pool of candidates is qualified for the job and is approved by Office of Equal Opportunity as sufficiently diverse.
2. Develop on the job training opportunities for employees when the needs of the university permit and motivated capable employees are willing to make the effort.
3. Encourage other career development activities to the extent practical.
4. Establish procedures that assure open and equal access to promotional and training opportunities.

#### **Definition of State Classified Promotions and Appointments**

Open competitive examinations are open to all state residents who meet the general requirements for that class of work.

Promotional examinations are open only to university employees who meet the general requirements for the position classification and who presently occupy a university state classified personnel position or who are on a reemployment list (previously certified employee who was laid off for lack of work, lack of funds, or reorganization).

All Facilities Management supervisory level positions will be filled through CSU promotional, state promotional, or open competitive examination procedures.

Position Description Questionnaire (PDQ) position review requests may be filed when assignments have changed sufficiently to warrant a change in position title. Supervisors or any University employee may initiate these requests once a year.

Positions targeted as in-house promotional or training opportunities, and which have gradually accepted related advanced duties, will be audited, and reclassified by State Personnel.

In-house promotional and/or training opportunities are available from time to time for Facilities Management personnel wishing to enter a different career path.

### **Reassignment of Duties**

Reassignments will be made to particular positions or will form the basis for new positions to be opened for Facilities Management promotional opportunities under the following conditions:

1. Managers reporting to the Director (Direct Reports) prepare annual staffing plans that include which, if any, the positions targeted for growth - advancement(s) or new position(s).
2. The Personnel Office, Facilities Management, will review targeted positions due to reorganization to determine what, if any, reclassification is likely to result from reassigned duties. This is a preliminary step. Actual reclassification (if needed) will be done in accordance with State Personnel rules.
3. Prior to submitting the staffing plans to the Director, or at any time during the year that reassignments are considered, Management will decide whether the reassignments should be open for in-house promotional opportunities.
4. Once a new position or a reassignment has been approved, it will be entered in the "position control" system maintained by Personnel Office, Facilities Management.

### **Determination for Reassignment**

The answer to all questions must be "yes" prior to reassignment.

1. Is the proposed reassignment consistent with the University Diversity Plan?
2. Does the individual being reassigned meet minimum qualifications to fill the new position?
3. Is the reassignment lateral (unlikely to lead to a grade increase within the next two years)?
4. Has the reassignment been reviewed and approved by the Director of Facilities Management or a Direct Report to the Director? (From time to time, positions may be eliminated resulting in some form of reorganization. In that case, the Director reserves the right to reassign or promote remaining personnel and the criteria described in this policy statement will not apply.)

### **In-House Promotional Opportunities**

Whenever possible, Facilities Management intends to promote from within those employees who possess the qualifications for positions at a grade higher than the employee's current grade. Therefore, the Facilities Management Direct Reports will consider in-house promotional procedures before filling any non-supervisory vacancies.

### **Determination for In-House Promotional**

The answer to all questions must be “yes” prior to the promotion become effective.

1. Is the proposed promotion consistent with the University Diversity Plan?
2. Is the person being promoted qualified, as defined in the Position Description Questionnaire (PDQ), to fill the new position?
3. Does the person have to meet minimum state requirements as defined by the classification?
4. Does the position require minimum degree status?
5. Will this promotion result in a grade increase from current grade within the future?
6. Has the promotion been reviewed by the Office of Equal Opportunity and approved by the Director of Facilities Management or a Direct Report to the Director? From time to time, positions may be eliminated resulting in some form of reorganization. In that case, Director reserves the right to reassign or promote remaining personnel and the criteria described in this policy statement will not apply.

### **Training Opportunities**

Facilities Management will encourage and support interested Facilities Management employees to obtain the knowledge, skills, and abilities necessary to qualify for higher level positions and/or alternate career paths.

In general, all entry-level positions may be considered training opportunities for existing Facilities Management employees.

### **Selection Procedures for In-House Promotional Opportunities.**

1. When a in-house promotional position opens, the Personnel Office, Facilities Management, will prepare and distribute to departmental employees a description of the position containing title, typical duties, minimum requirements, length of training period, salary range, potential career path, and due date for applications.
2. Facilities Management employees interested in being considered for the position will submit a standard CSU application form to Personnel Office, Facilities Management, by the published due date.
3. If the pool of in-house applicants is considered sufficiently diverse as described by the Office of Equal Opportunity, then proceed to Step 4. If diversity is found lacking, consider forwarding a request to Human Resource Services for promotional or open competitive selection procedures. In-house applicants may reapply to Human Resource Services in that event.

4. If there are no more than three (3) acceptable applicants, the immediate supervisor will interview all applicants. If no acceptable applicant is found, the position will be referred to Human Resource Services for open competitive procedures.
5. If four or more Facilities Management employees apply, a three-member panel selected by the Direct Reports will review applications. This panel's only function is to review and rank submittals.
6. The panel will review and rank all candidates based on the following criteria:

Basic qualifications for the position	Provided by applicant
Licenses and/or certification	Provided by applicant
Last three performance ratings	Provided by FM Personnel Office
Letters of corrective action	Provided by FM Personnel Office
And	
Other criteria specific to announced position.	
7. If there are underrepresented protected group individuals on the list, the Office of Equal Opportunity will review panel recommendations prior to selection.
8. The appropriate supervisor and/or their designees will interview a minimum of the top three candidates. If no acceptable candidate is found, the position will be announced via Human Resource Services for promotional or open competitive selection procedures.