

CENTRAL WASHINGTON UNIVERSITY POLICY FOR CLASSIFIED EMPLOYEES

TITLE: PROMOTIONAL POLICY

APPLIES TO: Non-represented classified employees. To the extent that this policy addresses terms not covered under collective bargaining agreements for represented employees, the terms of this policy shall prevail.

REFERENCE: Chapter 357-16 of the Washington Administrative Code (WAC), Recruitment, Assessment, and Certification

EFFECTIVE: July 1, 2005

POLICY

PURPOSE: To address requirements of WAC 356-16 by defining promotional candidate and identifying the use of promotional preference in the recruitment and certification process. This policy is to be used in conjunction with the WAC and university procedures.

POLICY

STATEMENT: Central Washington University recognizes the value to employees and the organization of investing in our employees' development and in providing opportunities for career growth within the organization, and as such, recognizes the importance of promotional opportunities for qualified employees.

ADMINISTRATIVE RESPONSIBILITY

The President's Cabinet shall:

- Render decisions on matters for which authority has not otherwise been delegated.

Vice presidents, division and department heads shall:

- Ensure that all recruitment and hiring practices of personnel under their supervision are in accordance with this policy, the WAC, and university procedures.
- Consult with Human Resources regarding this policy and university procedures.

Managers and supervisors shall:

- Ensure that all recruitment and hiring practices are in accordance with this policy, the WAC, and university procedures.
- Consult with Human Resources regarding this policy and university procedures.

Human Resources shall:

- Develop and recommend promotional policy.
- Administer this policy in accordance with the WAC and university procedures.
- Develop procedures for the implementation of promotional practices.
- Review and approve recruitment notices for compliance with policy and in adherence with sound practices.
- Provide interpretation and consultation to managers and supervisors regarding this policy, the WAC, and university procedures.
- Provide recommendations to the appropriate appointing authority regarding exceptions to this policy in accordance with the WAC and university procedures.

Employees shall:

- Provide the university with complete and accurate information regarding their skills and qualifications relative to the position(s) sought.

DEFINITION

Promotional candidate: To be considered a promotional candidate, an employee must apply on or before the application closing date, meet the competencies and other requirements of the position, and successfully pass any required examination(s), and be:

- A current classified employee of Central Washington University who has successfully completed an initial probationary period as designated by the university; OR
- A former permanent employee of the university seeking to return from separation due to disability or layoff within two years of separation; OR
- An employee who has accepted a project appointment within the university.

Probationary employees and permanent employees who have left the university to accept project or nonpermanent appointments with other state agencies or institutions are not considered promotional candidates.

PROMOTIONAL ORGANIZATIONAL UNIT

In accordance with WAC 357-16-055, Central Washington University has established the following Promotional Organizational Units for the purpose of promotional recruitment and hiring:

- The university.
- The division of the university in which the vacancy exists.
- A sub division of an area reporting to a vice president such as a college or department in which the vacancy exists.
- The immediate work group in which the vacancy exists.

PROMOTIONAL PREFERENCE

Recruitment

Recruitment for new and vacant positions is typically open to internal and external audiences.

Certification Of Names For Hiring Consideration

Human Resources will maintain lists of promotional candidates. All promotional candidates who meet the competencies and other requirements of a position shall be certified to the hiring authority for consideration. The duration of an employee's eligibility on a promotional list is one year.

EXCEPTIONS

Exceptions to this policy may be granted in accordance with the WAC and university procedures when they are determined to be in the best interest of the university.

WAC 357-16-055 Can an employer establish promotional organizational units?
Employers may establish promotional organizational units for purposes of promotional recruitment and hiring. Employers may limit who can apply to employees within one or more promotional organizational units by specifying that on the recruitment notice.

WAC 357-16-150 Must employers develop a promotional policy?
Each employer must have a written promotional policy which:

- (1) Defines who is considered a promotional candidate, including whether probationary employees and permanent employees who have left the employer to accept project or nonpermanent appointments with other employers are considered as promotional candidates;
- (2) Identifies the employer's promotional organizational units, if any;
- (3) Identifies how promotional preference will be applied in recruitment and certification, if at all; and
- (4) Specifies the duration of any promotional candidate lists or pools.