
	Florida State University Police Department	
DEPARTMENTAL PROMOTION FOR CIVILIAN POSITIONS		
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Policy - Departmental Promotion for Civilian Positions Policy

It is the explicit policy of the Florida State University Police Department (FSU PD) to design and implement a promotional policy for civilian members that is both fair and in compliance with federal laws, state statutes, and the University's *Equal Opportunity and Non-Discrimination Statement*. Specifically, the heart of that Statement encompasses the following: "The Florida State University is committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran's or marital status, or any other protected group status."

Hence, the FSU PD, as a Police Department and integral member of the University community, shall ensure that all elements of the FSU PD's promotional process shall be non-discriminatory and job-related as documented subsequently throughout this General Order.

Procedure

A. Authority and Responsibility

The Chief, in conjunction with the Assistant Vice President for University Human Resources, is responsible for the coordination and direction of employment and personnel development programs for the Department. These promotional process responsibilities include, but are not limited to:

1. The selection of Departmental members who will assist in the internal development, formulation, coordination, administration and reporting of all elements of the promotional process.
2. Promotion of those successful candidates, who, as a result of their inclusion in the promotional process, are best qualified and/or are the best fit to fill existing or established vacancies.
3. Ensuring compliance with the provisions of the current collective bargaining agreements.

B. Promotional Selection Process:

The promotional process for civilian members will consist of members applying for the position by submitting an application to the Department of University Human Resources. Once the Human Resource Department determines that the person meets the minimum established requirements, their name will appear on an updated list of qualified candidates. The list of qualified candidates will be routed to the Police Department's contact person for the advertised position. The list will be non-weighted.

Eligible candidates will be granted an oral interview assessment. The interviewing committee will present each candidate with a series of job related questions and a written or practical exercise. Points will be assessed by the interview committee for each candidate. All elements of the promotional process shall be administered in accordance with all pertinent legal and University standards regarding fairness and impartiality.

1. Position Announcement:

Job vacancies/position announcements are posted on the Florida State Universities Human Resource Employment Opportunities website page. The announcement shall include:

- a) A description of position (s) for which vacancies exist;
- b) A schedule of dates, times, and locations of all elements of the process;]
- c) A description of the eligibility requirements;
- d) A description of the process to be used in selecting members for the vacancies;

2. Eligibility List:

A pre-determined existing eligibility list consisting of a numerical weight, ranking, list duration, and system for selection of candidates from the list will not be utilized for civilian promotional positions. Persons meeting the minimum requirements established by the University Human Resource Office and approved by the Department will be considered acceptable candidates and eligible to participate in the promotional process. [CFA 15.03] The selection of a candidate will be based on interview and testing (if applicable) scores and the recommendation of the Interview Committee. The Chief is the final authority for the approval of a civilian promotional position. The interviewees will not be added to a list and if another position opens, the member will have to reapply and interview.

3. Appeal Process:

An employee may request a review and appeal of adverse decisions concerning eligibility for, or appointment to, promotional vacancies. The appeal shall be in the form of a memorandum directed to the Chief outlining the employee justification for the review/appeal. The appropriate Human Resource authority will assist members with any review of the process, to include questions concerning eligibility. If the employee questions/concerns are not satisfactorily addressed, the employee may utilize the provisions of their Collective Bargaining Agreement Grievance Process, Article 6, American Federation of State of State, County, and Municipal Employee, AFL-CIO hereinafter called AFSCME.

C. Probationary Period for Civilian Employees:

1. Non sworn or civilian members are University Support Personnel System (USPS) and Administrative & Professional (A&P) employees will be on probation for six (6) months.
2. During the probationary period, the employee shall be closely observed and evaluated.
3. Unsatisfactory performance shall be identified and corrected as soon as it is detected through counseling, training, or other suitable personnel actions.

4. During the probationary period, should it be determined that the employee's overall work performance is unsatisfactory the employee will not attain permanent status in the promoted classification. Personnel actions may range from demotion to the employee's former classification if a position is available to termination.

Glossary:

Promotion- The advancement of an employee from a position in one class to a different position in another class that has a greater degree of responsibility and a higher pay range.

Permanent status- A status earned by an employee in a class after completing the specified probationary period for that class with satisfactory service, which provides the employee rights to remain in the class or to appeal adverse action taken against the employee while serving in the class.

University Support Personnel System (USPS) - The classification and pay plan approved and administered by the University for all authorized and established positions designated as being included in either the General Faculty or Administrative and Professional classification and pay plans.

Civilian Member- One who is a non-sworn employee.

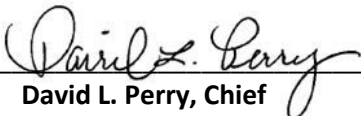
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Attachments: None

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Approved:  _____
David L. Perry, Chief

Date: 08/24/17