

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Promotions

CHAPTER: IV

SECTION: 7

EFFECTIVE DATE: 1/81

REVISION DATE: 7/06, 6/13, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

Promotions to competitive class positions and to positions assigned to a bargaining unit shall be made in accordance with the provisions of Civil Service Law and/or the respective collective bargaining agreements as applicable. Promotion to managerial and confidential positions (which are excluded from any bargaining unit) and which are in other than the competitive class shall be made at the discretion of the Buffalo & Erie County Public Library.

II. GUIDELINES

A. Promotion Requirements

1. Permanent promotions to competitive class positions are subject to Civil Service examinations. In most cases these examinations will be

promotional or non-competitive promotional exams, though promotion may result from open competitive examination.

2. Promotions to positions/titles in other than the competitive class are made in accordance with the provisions of the respective collective bargaining agreements.
3. An employee must meet the requirements of the higher title in order to receive a promotional appointment.
4. According to Section 52.8 of Civil Service Law:
"-----No promotion shall be made from one position or title to another position or title unless specifically authorized by the State Civil Service Department or municipal commission-----."

B. Salary/Wage Upon Promotion

An employee who is promoted to a position in a higher job group shall receive a salary/wage for the higher position in accordance with provisions of his/her respective collective bargaining agreements.

C. Bulletin Board Postings of Promotional Vacancies

For all unionized positions, a notice of permanent vacancy shall be posted on appropriate bulletin boards throughout the B&ECPL. A posted notice for a vacancy must include:

1. Job title;
2. Rate of pay;
3. Description of duties;

4. Work location and current shift (time) schedule;
5. Minimum qualifications required for the position (as set forth in the official civil service job specification); and
6. Specific skills required for the position (if any). These cannot be inconsistent with those set forth in the job specification.

D. Basis for Selection

1. For competitive class vacancies, the selection process must abide by the following guidelines:
 - a. Permanent appointment shall be from an appropriate eligible list where one exists, utilizing the Civil Service “rule of three.”
 - b. Provisional appointment may be made to an unencumbered position for which no list exists.
 - c. Temporary appointment for up to three (3) months may be made irrespective of the eligible list.
 - d. Temporary appointment of three (3) months to six (6) months duration must be made from the list (if one exists), but may be made from any eligible on the list, irrespective of ranking.
2. For other than competitive class vacancies, the selection process must abide by the following guidelines:
 - a. Appointments to posted vacancies shall be on the basis of an applicant’s skills, abilities, and qualifications necessary to perform the work.
 - b. The determination of an applicant's skills, abilities, and qualification to perform the work shall be the sole right and

responsibility of the B&ECPL, but shall not be exercised by the B&ECPL in a capricious manner.

- c. Criteria shall include:
 - i. Has the physical qualifications to do the work;
 - ii. Meets or exceeds the skills, knowledge, and abilities required which are listed in the notice of vacancy for the specific position and the minimum qualifications listed in the general job description for the vacant job title as established by Human Resources; and
 - iii. General qualifications including such factors as work performance record, conduct, and attendance.