

## **1.419 PROMOTIONS**

(41.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6, 34.1.7)

### **1.419.02 Promotions - Generally**

Promotions and probationary promotions within the university and the agency conform to controlling directives that include, but are not limited to:

- A. **USM VII-01.22 Policy on Separation for Regular Exempt Employees;**
- B. **USM VII-9.20 Policy on Salary Increases and Bonuses;**
- C. **USM VII-9.40 Policy on Salary upon Transfer or Reclass;**
- D. **TU 07-01.01 Recruitment, Selection, & Employment for Non-Faculty Regular & Contingent Exempt & Non-Exempt Employees;**
- E. **TU 07-01.21 Probation for Regular Non-Exempt Employees.**
- F. **TU 07-09.10 Salary Increases / Adjustments & Bonuses for Regular Employees.**
- G. **TU 07-09.20 Regular Employee Promotions;**
- H. **Public Safety (PS) § 3-215 Appointment of Police Officers, Police Supervisors, and Police Administrators; and**
- I. **COMAR 12.04.01.13.**

### **1.419.04 Reclassification to UPO-II (PFC)**

- A. Reclassification from UPO-I (Private) to UPO-II (Private First Class) is a non-competitive, automatic reclassification action taken by the Office of Human Resources (OHR) and the agency when entry level police officers successfully complete their initial probationary periods consistent with **1.417.12 Probationary Periods**.
- B. The commander responsible for the human resources function, hereafter “HR commander,” is responsible for ensuring that information about successful UPO-I probation completion is sent to OHR on a timely basis so officers can be promoted and compensated appropriately.

### **1.419.06 Reclassification to UPO-III (Corporal)**

- A. Reclassification from UPO-II (PFC) to UPO-III (Corporal) is a non-competitive reclassification action conducted by the OHR and the agency when UPO-IIs:
  - 1. Have all categories in their two most recent yearly evaluations as UPO-IIs scored as “meets standards” or above consistent with **1.710 Performance Evaluations**; and
  - 2. Pass a written examination that is developed by the OHR with the assistance of the HR commander.
- B. The HR commander is responsible for:
  - 1. Working with the OHR to develop testing materials; and
  - 2. Notifying the OHR of eligible candidates.
- C. OHR is responsible for:
  - 1. Ensuring written test questions are job-related and nondiscriminatory;
  - 2. Announcing any source or study related materials on a timely basis before testing;
  - 3. Announcing cut off scores before testing;
  - 4. Notifying eligible candidates in writing of the test date, time, and location;
  - 5. Administering and scoring tests;
  - 6. Notifying the HR commander and candidates of the candidates’ scores; and
  - 7. Reclassifying successful candidates to UPO-III (Corporal) and adjusting compensation accordingly.
- D. Officers who do not pass announced cut off scores may retest in any following year provided they meet the required performance evaluation criteria.
- E. Officers should refer to and use the grievance process, **1.422 Grievances**, in situations that may include, but are not limited to:
  - 1. Being improperly left off lists of eligible candidates;
  - 2. Test questions being improperly discriminatory or not job related; or

3. Tests being improperly scored or calculated.

#### **1.419.08 Promotion to UPO-IV (Sergeant) & Above**

- A. Promotion to UPO-IV (Sergeant) is a competitive hiring process that is open to qualified internal and external candidates and conducted by the OHR and the agency, as vacancies exist.
- B. The HR commander administers the agency's role in the promotion process and is responsible for:
  1. Working with the OHR to develop job related and non-discriminatory promotional materials such as oral board questions and written exercises;
  2. Receiving lists of eligible applicants from the OHR;
  3. Selecting oral board members and training the board members on the benchmarking criteria and process. Oral board members may be selected from sources that include, but are not limited to this or allied agencies and other TU departments;
  4. Ensuring all eligible candidates are notified of dates, times, and locations of all parts of the promotion process on a timely basis;
  5. Ensuring the uniform conduct and scoring of all promotion process components;
  6. Developing written exercises and oral interview questions that will be reviewed by the OHR;
  7. Scoring any written exercises on pre-established benchmarking criteria;
  8. Developing and submitting to the Chief an ordered list of candidates based equally on benchmarking criteria from all process elements; and
  9. Maintaining promotion material security during the processes until transferring the material to the OHR.
- C. The OHR is responsible for:
  1. Ensuring the promotion process provides the agency with information that assists in evaluating the promotional potential of candidates;
  2. Advertising all vacancies, minimum eligibility requirements, any study or reference materials, application deadlines, and process timelines in appropriate locations that include, but are not limited to;
    - a. The OHR web site; and
    - b. Designated, secured bulletin boards within the agency;
  3. Ensuring that all components of the promotion process are job related and nondiscriminatory;
  4. Determining whether applicants meet minimum eligibility requirements;
  5. Providing copies of all eligible candidate applications to the HR commander;
  6. Reviewing written exercises and oral interview questions developed by the agency;
  7. Notifying all non-selected candidates in writing of their eligibility to reapply when other vacancies exist; and
  8. Maintaining the security of promotion material received from the agency.
- D. Current officers should use **1.422 Grievances** and external candidates should use a hard copy correspondence sent to the Director of the OHR to review or appeal:
  1. Exclusion from lists of eligible candidates;
  2. Improperly discriminatory or the non-job related elements of the process; or
  3. Improperly scored or calculated results.
- E. The Chief, as the final selecting authority, may personally interview top candidates before selecting applicants from the ordered list of eligible candidates to fill the existing vacancies. The ordered list of eligible candidates expires after newly promoted employees have begun serving in their new positions unless the list is extended on the authority of the Chief and the OHR because of reasonably apparent, upcoming promotional vacancies.
- F. External applicants who are selected also have to have to meet lateral officer selection criteria in **COMAR 12.04.01.00 Police Training Commission – General Regulations**.

#### **1.419.10 Schedule Conflicts**

- A. Candidates for reclassification to UPO-III (Corporal) or promotion to UPO-IV (Sergeant) or above who determine they have any bona fide schedule conflicts with process elements will promptly describe conflicts in writing or email through their respective chains of command to the HR commander.
- B. Employees' supervisors and commanders will attempt to promptly resolve the conflicts and inform the employees and the HR commander in writing on what, if any, accommodations or actions were taken to resolve conflicts.
- C. Unresolved conflicts will be referred to the HR commander and a representative from the OHR to determine what, if any, accommodations or actions to take to resolve conflicts.

#### **1.419.12 Security & Retention of Process Materials**

- A. The HR Commander and the OHR will ensure the security of all testing materials dealing with reclassifications to UPO-III or promotion to UPO-IV or above before, during, and after processes.
- B. The release of process materials will be:
  - 1. Only as necessary to administer and conduct processes; and
  - 2. In a manner that will not give candidates unfair advantages or disadvantages.
- C. Candidates will not discuss or disclose the contents of process testing materials with other candidates until all candidates have completed all testing components.

#### **1.419.14 Probation & Training**

- A. Officers who are initially reclassified, promoted, or hired into supervisory or administrative ranks must, as part of their probations, successfully complete police supervisor or police administrator training as applicable within 12 months.
- B. Officers reclassified to UPO-III (Corporal) who do not successfully complete required supervisory training during this probation will, unless for other cause, revert to their previous classifications as UPO-II (PFC).
- C. Newly hired UPO-IIIs or UPO-IVs who do not successfully complete any required supervisor training or other aspects of their probation will be terminated.
- D. Previously hired officers who do not successfully complete any required supervisory or administrator training during their probations will, unless for other cause, revert to their previous classifications as UPO-II (PFC), UPO-III (Corporal), or UPO-IV (Sergeant) as applicable.