

**2.14. Current City employees** may qualify for promotional opportunities if they have a minimum of 50 percent of the course curriculum required for a related degree for the position sought, e.g., if the job specification requires a Bachelor's degree (120 college credits), an employee may qualify if they have at least sixty (60) related college credits. Additionally, competing employees must have acquired twice the minimum experience required for the position, e.g., if the position requires four (4) years of professional experience, the competing employee must have a minimum of at least eight (8) years of the required experience.

- a) If selected for the position, the employee must agree to complete a minimum of twelve hours per year in a qualified degree program until requirements are fulfilled. The Employee shall agree that failure to comply with the requirements set forth herein shall constitute just cause for demotion. Employees who fail to achieve the educational requirements per the appointment agreement will be removed from the position or demoted. Employees will be evaluated annually as part of their performance review and deemed not in compliance with the appointment agreement if not actively enrolled and making progress towards degree requirements and removed from the position or demoted. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded position for which qualified. The refusal of an employee to accept an offer to fill a vacancy will result in the employee being laid off and placed on a reinstatement list. Employees may request an extension of time to complete the required hours for good cause from the Director or his designee. If the Director denies such extension, the employee may appeal to the Commission.
- b) Provisions outlined in Section III – 2-14 Current City Employees Equivalencies for current City employees will be deemed temporary and transitional and only be effective for the next 24 months from the date these Equivalences Guidelines are approved. This section will sunset at the end of the 24-month period. (Revised 12/10/09)