Promotion Without Examination Request Form

Human Resources Department

PMR 31 – Examination Process

Instructions: This form is to be completed by department heads when requesting promotion of employees to a higher class under PMR 31.8. The department head should send the completed and signed form, along with a Personnel Action Form (“101” Form) to the Director of Human Resources, or designee, who will confirm the employee’s qualifications for promotion under PMR 31.8.

The _______________________ Department requests that _______________________ be (Name of Employee)
promoted to _____________________________________________________ under PMR 31.8. (Class)

The employee meets the following criteria for promotion without examination (check all that apply):

☐ The employee is underfilling a higher level allocated position, or is filling the lower classification in a sliding classification series.

☐ There is not a competitive situation and this is the only employee for this position within the department eligible for promotion.

☐ This employee has had satisfactory or better written performance evaluations.

☐ The employee meets all the requirements for the higher classification.

I certify the above information is correct:

_________________________________________    Date:  _________________

(Department head signature)

Human Resources Department approval:

_________________________________________    Date:  _________________

(Director of Human Resources)

Effective Date:  January 2005