



Milestone Personnel Actions, Defined



New Hire

- A new hire is when an individual is brought into the organization **for the first time**.
- This involves recruitment, selection, and onboarding.
- [Example: A candidate applies for and is hired as a Human Resources Analyst I.](#)



Promotion

- A promotion is when an employee **moves to a higher-level position**, with increased responsibilities, a new job title, and higher pay. This **does not** apply to employees in journey-level classifications (moving from I to II, etc.).
- Promotions occur after **a recruitment**.
- [Example: An Administrative Assistant applies for and is promoted to Executive Officer Manager after an open recruitment.](#)



Demotion

- A demotion is when an employee **moves to a lower-level position**, with a different job title and lower pay. This can also apply to employees in journey-level classifications (moving from II to I, etc.).
- Demotions can occur voluntarily at the employee's request or involuntarily as the result of disciplinary action.
- [Example: A Utility Worker Senior is demoted to Utility Worker II because of disciplinary action.](#)



Flexibly-Staffed Position

- A flexibly-staff position allows an employee to **progress from an entry-level position to a higher-level position** within a designated career ladder (moving from I to II, etc.).
- These changes **do not** occur after an open recruitment. Employees must instead **meet predefined criteria such as time in position and performance standards**.
- [Example: A Management Analyst I progresses to Management Analyst II after three years of satisfactory performance and supervisor approval.](#)



Appointment

- An appointment is the **formal placement** of an individual into a specific position.
- This **can refer to a new hire**, but it also applies to internal movements, **such as transfers or promotions**.

For detailed guidelines regarding milestone actions, please consult [the current MOUs](#).



- Appointments are also used to describe the hiring of retired employees (formally called Retired Annuitants) that meet specific requirements.
- Appointments **do not** follow a recruitment and **require City Manager approval**.
- [Example: An internal employee is appointed by the City Manager into a newly-created Building Maintenance Manager position, no recruitment was conducted.](#)



Reclassification

- A reclassification occurs when a **position (not necessarily an employee) is evaluated and assigned a new job title** due to changes in job duties, responsibilities, or organizational structure.
- It does not always involve a promotion (pay increase); it **can be a lateral move or even a demotion (pay decrease)** in rare cases.
- Reclassifications typically occur after a **HR-led job analysis**, which is conducted upon request from the employee or department when significant changes in job duties warrant a review.
- [Example: A HR Technician is reclassified to a HR Analyst because a job analysis determined their duties had evolved beyond the scope of a technician-level role.](#)



FTE Change

- A FTE change is a change in an employee's **regularly scheduled hours in the same job classification**, with **no difference in pay rate**.
- FTE changes typically involve changes in benefit eligibility and/or bargaining unit (moving from FEA to FPTEA, full-time to part-time etc.).
- This **does not** apply to seasonal changes in employment for temporary part-time employees.
- [Example: A Community Service Officer I has a FTE to change from full-time to 75% pro-rata.](#)



Merit Increase

- A merit increase (or step increase) is a **pay raise within the same job title**, based on performance and tenure.
- [Example: A Payroll Technician receives a merit increase after completing their first six months of service with a satisfactory performance review.](#)