

PROMOTION IN PLACE DOCUMENTATION

DGS OHR 75 (REV 07/2019)

DATE TIME REASSESSMENT DATE RPA NUMBER

DIVISION/PROGRAM/UNIT

SUPERVISOR NAME SUPERVISOR CLASSIFICATION

EMPLOYEE NAME EMPLOYEE CLASSIFICATION

REASONS FOR NOT PROMOTING AT THIS TIME

OPPORTUNITIES/PLAN TO OBTAIN COMPETENCIES

Pursuant to California Code of Regulations 242 for Promotions in Place, "If some, but not all, eligible employees are selected for a promotion in place, the appointing power shall ensure that those eligible employees not selected are informed in person and in writing of the reasons for the decision and provided the opportunity to obtain the competencies necessary for a promotion in the future. In addition to documenting the reasons for the decision, the appointing power shall document the date and time and any other relevant information regarding the meeting with the employee."

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE