

**8.01 Promotions**

All promotions shall include a trial period of no less than six (6) months and offers form promotion will be conditioned upon obtaining a signed authorization for the procurement of an investigative consumer report for employment purposes and a satisfactory background investigation.

**A. Competitive Promotions**

Positions are publicized for applications internally only.

Competitive, promotional, and lateral opportunities shall be open to all employees who meet the job requirements.

**B. Open Competitive**

Positions are publicized internally and externally for applications.

**C. Merit Promotions**

Promotions are granted in special cases where performance level justifies upward movement. This promotion must be demonstrated to be in the best interest of the County. A recently completed performance evaluation shall accompany the request and be submitted to the Human Resources Director. Written justification shall include:

1. An explanation of the applicant's qualifications as compared to the job requirements.
2. An explanation as to why the competitive process is not considered beneficial to the County.
3. Employees shall not be eligible for merit promotion but shall be eligible for competitive promotion during the probationary period.

**8.02 Demotions**

A demotion is a change in class and skill level which results in the employee falling into a lower pay range. This occurs when an employee is unable to satisfactorily perform the duties of the position in which he/she is employed. A demotion may be used within the disciplinary process.

**8.03 Transfers**

Transfers are job changes in which an employee is moved from one position to another in the same class, or in a different class within the same skill level, or an employee requesting movement to a different class in a lower level without a break in service. A transfer may require the employee to move between offices and/or departments.

**A. Intra-Department Transfers**

A department head may transfer an employee under his or her jurisdiction to another position within the department. Employees being transferred shall receive as much advance notice as is reasonable and possible and shall be provided with a full explanation of the reasons for the transfer, including any possible alternatives. The Human Resources Director shall be notified in advance of such changes in assignment.

**B. Inter-Department Transfers**

A transfer of an employee from one department to another shall require the approval of both department heads. The Human Resources Director shall be notified in advance of such changes in assignment.

An employee who is promoted, demoted, reclassified, or transferred to another position prior to the completion of the initial probationary period, will commence a new probationary period in the new position.

**8.03.1 Procedure: Inter-Department Action**

Once transition terms are agreed upon, the receiving Department/Division Director is responsible for initiating the Personnel Action form. The form is forwarded to the releasing Department/Division Director for co-signature with the releasing Department/Division Director forwarding to Human Resources for action/documentation.

**8.04 Effects of Job Change on Annual Performance Review Date**

Exit performance evaluations will be completed upon any change in positions.

**8.05 Trial Periods**

A trial period shall be used in connection with promotions, demotions, reinstatements, and transfers of a Career Service status employee to a different position similar to the INITIAL PROBATIONARY PERIOD.

The trial period following such actions shall be six (6) months in duration unless extended in the same manner described in INITIAL PROBATIONARY PERIOD. No extension of the trial period shall be made which would make such period longer than eight (8) months.

If the employee does not satisfactorily perform the duties of the new position, he/she may be returned to a position in the same classification formerly held, if available; or to a position of like status (skill level) for which he/she is qualified, if available; or to a position in a lower skill level for which he/she is qualified, if available, in that order. Should there be no position available according to the above criteria, upon the approval of the County Administrator, the employee may be terminated.

The employee's rate of pay shall be within the pay range of the class in which the employee is placed and shall be established by a recommendation to the Human Resources Director for approval.

#### **8.06 Trial Period Report**

At least two weeks before the expiration of the employee's trial period, the Division Director shall submit a written performance evaluation to the Human Resources Director indicating whether or not the employee is recommended for permanent assignment to the new position.

Should the employee change jobs during the trial period, the employee will serve a complete trial period in the new job.

#### **8.07 EMS Fluid Positions**

The positions of Paramedic and Emergency Medical Technician (EMT) have been designated as fluid positions. The designation of a position as a Paramedic or EMT may be determined by the certification held by the incumbent or designated candidate for hire. When employees who are EMT's receive their Paramedic certification, their titles and grades will be changed to that of Paramedic subject to budget availability and the approval of the Chief of EMS. It is the responsibility of the EMT who has the Paramedic certification to notify the EMS Chief of their new status and provide the required documentation. The effective date of the change will be the date of approval by the EMS Chief.