
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.29
EFFECTIVE DATE: 05/21/98
REVISED: 09/21/00, 12/19/02,
06/05/03, 09/08/05, 9/07/06,
10/05/17
AUTHORITY: BOC
COUNTY MANAGER: _____
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SUBJECT: PROMOTION AND TRANSFER

I. PURPOSE: To establish a standard policy regarding promotion and transfer of employees to vacant positions.

II. POLICY:

A. PROMOTIONS:

1. Promotion decisions are made at the discretion of the department's appointing authority. The general policy of the County is to promote from within to fill vacant or new positions when possible, depending upon qualifications of existing regular full time and part time employees. However, because of legal or specific job requirements, the levels of education, and other qualifications required, promotions from within are not always possible. Employees are encouraged to apply for any vacancy for which they may qualify. An employee's past performance, qualifications, potential, abilities, knowledge of the job duties, and job experience are important factors that are considered in the selection of employees for promotion. Budget impacts may also be considered. Where all factors are considered substantially equal among two or more qualified employees, seniority may be considered.
2. Promotions do not change the person's date of hire. However, the anniversary date for future performance evaluations and salary increase consideration changes will be the date of promotion.
3. Employees so promoted will be subject to the standard 12-month probationary period in the new position, unless specifically reduced to a period of 6 months by the Elected Official/Department Head. Time served in an acting capacity may, in the discretion of the appointing authority, be counted toward the probation period for the position.
4. When an employee is promoted to a position in a higher pay grade, the employee will be placed at the minimum of the new range. In the event that the rate of pay does not provide a salary increase of 10% or more, the employee shall receive a promotional pay increase of 10%.
 - i. An employee may receive a wage increase greater than 10% if the Department Head or Elected Official, in his or her sole discretion, believes the increase is necessary and obtains authorization from the County Manager. Such an increase resulting in a wage greater than

the midpoint of the new pay range must be approved by the Douglas County Board of Commissioners.

- ii. Any new pay rate, upon promotion, will not exceed the maximum rate of the new pay range.

B. LATERAL TRANSFERS:

1. A transfer is defined as the reassignment of an employee from one organizational unit to another in positions of the same salary grade or position with no change in pay.
2. Any current employee interested in applying for a transfer must complete the County's application process and submit required documentation to Human Resources in accordance with instructions listed on the Job Posting notice.
3. Transfers may be initiated by the County in instances where the County's best interests may be met. The appointing authority may consider budget impacts.

C. PROGRESSION OF POSITIONS WITHIN JOB FAMILIES:

The County's classification plan contains positions that fall within job "families". Job families incorporate the positions whose initial classification is defined as a "trainee. Senior level positions are not part of a job family. Employees may progress within his or her job family when the employee's supervisor has determined that the employee has acquired the necessary job skills and abilities of the higher level position within the job family. Each position's required skills and abilities are detailed in the County's job descriptions. Progression within a job family is not a promotion nor does it require a probationary period.

III. PROCEDURES:

- A. Any current, qualified employee interested in applying for a promotion or transfer must complete the required County process with Human Resources in accordance with instructions listed on the Job Posting notice.
- B. If the employee meets the stated requirements for the position, the employee will proceed through the regular selection procedure with all other applicants. Human Resources will notify individuals who fail to meet minimum education, experience or service requirements for the position as per the established requirements.
- C. If the employee accepts the promotion or transfer, it will be the responsibility of the two affected department heads, along with the employee, to reach agreement on a transfer date. In the event satisfactory agreement cannot be reached on this matter, it will be forwarded to the County Manager for a decision.
- D. No offer of promotion or transfer may be made to any employee prior to the completion of the recruitment and selection process.

IV. RESPONSIBILITY FOR REVIEW: The Human Resources Director will review this policy as needed or at least once every 5 years.