



PERSONNEL PROCEDURE

SUBJECT: PROMOTIONS

DATE: February 19, 2021

Number: 325-16

I. Promotion Defined

A promotion is an appointment to a position in a classification with a higher pay grade.

II. Eligibility

An employee may be promoted while in any status if they have established current eligibility for the promotional position.

III. Permanent or Temporary Promotions – Approval

An employee may be appointed to serve permanently or temporarily in a higher class upon the recommendation of the Appointing Authority and approval of the Chief Human Resources Officer, provided that the employee meets the eligibility requirements of such higher classification. A temporary promotional appointment shall not exceed one (1) year, but may be extended upon approval by the Chief Human Resources Officer. A temporary promotional appointment may be terminated at any time at the sole discretion of the Appointing Authority with or without cause. Once the temporarily promoted employee is no longer performing the duties of the higher classification, the employee shall be returned to his/her former classification and position and to the salary at which he/she would have been entitled had he/she remained in the position. Any employee who was in the Classified service immediately prior to working in an acting capacity or serving in an interim position shall retain such Classified status upon return to his/her former classification and position. Nothing in this paragraph shall prohibit an Appointing Authority from terminating the employment of or otherwise disciplining any individual temporarily serving in a higher classification and position for any reason allowed under the Personal Policies and Procedures, including but not limited to reasons that are unrelated to the individual's job performance in the higher classification and position.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

IV. Effect of Promotion on Compensation

A. Salary Rate Determination

Whenever an employee receives a promotion, the employee's salary rate shall be adjusted upward by ten percent (10%) or to the minimum of the pay grade for the employee's new position, whichever is greater, and this shall be the standard promotional salary rate.

An employee who is temporarily promoted may negotiate a salary higher than the standard promotional salary rate in accordance with the systematic method developed by the Chief Human Resources Officer. However, an employee who is temporarily promoted to a set-rate or BOC-appointed position shall be paid at a salary rate that is equal to the salary rate of the previous incumbent during the temporary appointment to the higher classification.

With respect to permanent promotions, an Appointing Authority may request a salary adjustment above the standard promotional salary rate, by submitting a written request to the Chief Human Resources Officer. In recommending a salary rate above the standard promotional salary rate for the position, the Appointing Authority shall consider the applicant's prior experience, education, unique competencies and other qualifications directly related to the position as well as internal budget constraints. The Appointing Authority's request is subject to both approval of the Chief Human Resources Officer and budget availability.

The Chief Human Resources Officer may develop a systematic method to be used for placement of employees within a pay range. The Chief Human Resources Officer may also develop a systematic method to be used for placement of employees within a pay range to address those circumstances in which an employee moves from a position assigned to a classification and compensation system adopted by certain department(s) to a position assigned to the classification and compensation system adopted by the Board of Commissioners.

Whenever a request to offer a newly promoted employee a salary rate that is above the standard promotional rate is denied due to an insufficiency of funds within the requesting department's budget, the Appointing Authority shall have the option to renew the request within the succeeding twelve (12) months if sufficient recurring funding becomes available. If a renewed request is approved, any resulting adjustments made to the salaries of the promoted employee and any other employee(s) in accordance with the provisions of this Procedure shall be applied prospectively from the date of the request to renew.

The Department of Human Resources Management shall maintain copies of written requests for salary increases above the standard promotional salary rates and the decisions regarding the same for a minimum of three (3) years.

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B. Effect of Promoted Employees Hired Above the Standard Promotional Rate¹

Whenever an employee, excluding any employees promoted to a set-rate position or as the member of the personal staff of elected officials, is promoted into a position in a department at a salary rate above the standard promotional salary rate and the department has one or more current employees who are employed in the same job class, the Department of Human Resources Management shall review the education, work experience, and performance evaluations of the other employees in the department who are in the same job class to determine if their qualifications meet and/or exceed those of the newly promoted employee. The Department of Human Resources Management will provide notification to the Appointing Authority of its findings and, if funding is not available to raise the salaries of employees in the same department employed in with the same job class, who possess comparable experience and qualifications as the newly hired employee, the Appointing Authority will not be permitted to offer a salary above the standard promotional salary rate. If funding is available, the Appointing Authority shall work with the Finance Department to adjust the salaries of all other employees in the same department employed in with the same job class, who possess comparable experience and qualifications as the newly promoted employee, upward to equal the salary paid to the newly promoted employee. An employee must have not received an overall performance rating below "Satisfactory" on his/her most recent performance evaluation and cannot have been on a Performance Improvement Plan within the last twenty-four (24) months to be eligible for a salary adjustment pursuant to this provision. Funding for these adjustments may be derived from accumulated salary savings, as approved by the County Manager.

When the difference in the salary rates between a supervisor and a newly promoted employee who reports directly to the supervisor is less than fifteen percent (15%) and provided that sufficient recurring funding is available within the department's budget, the Appointing Authority may request an adjustment to the salary of the supervisor to achieve a difference in pay of no more than fifteen percent (15%) between the supervisor and the employee. Provided that sufficient recurring funding is available within the department's budget, the Appointing Authority may also request that similar adjustments be made to the salary rates of all other employees in the newly promoted employee's supervisory chain, as defined and determined by the Chief Human Resources Officer. This provision is not mandatory and is not intended to constitute any type of guarantee or right to any particular salary rate for any affected supervisor.

¹This implementing procedure was modified, effective August 1, 2019, to include this provision.

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