



ADMINISTRATIVE POLICY MANUAL	SECTION HUMAN RESOURCES	NUMBER AM-207.1	EFFECTIVE DATE 6/08/2021
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POLICY:

It is the policy of the County to provide current employees the opportunity to apply for promotional opportunities for higher-level positions. To fill vacancies above the entry level, management will consider current employees with the necessary qualifications and skills. It is the policy of the County to grant an interview to current employees who have completed the application process and who meet the minimum qualifications for a vacant position. External candidates may also be considered.

COMMENT:

1. Employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, department head, and/or the Human Resources Department.
2. An employee's basic eligibility for promotion will be determined by the requirements of the position. In addition, the employee must have both a satisfactory performance record and no adverse disciplinary actions during the preceding twelve-month period. Probationary employees may also be considered.
3. Job openings will be posted on the County's job website and may also be posted on worksite bulletin boards for work groups who do not have computer access. All employees, excluding temporary employees, may apply for the vacant position during the period the position is open. Employees are encouraged to fully complete the application to reflect relevant qualifications and work history.
4. Employees along with external applicants will be considered in accordance with the established policy in the unit HIRING, AM-202.1. Pay provisions will be according to the unit PAY PROGRESSION SYSTEM, AM-304.1.
5. Current employee candidates for promotion may be screened and selected on the basis of attendance and work records, performance appraisals and job-related qualifications including in some instances, aptitude tests. Seniority will be considered if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications. Having candidates with essentially similar profiles provides the County with a special opportunity to review minority and protected category candidates with a view toward attainment of the Affirmative Action Plan goals.



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6. Promoted employees will be placed on "promotion probation" status for a period of six months. At the end of this period the employee may be eligible for a promotion probationary pay increase (see units PROBATION AM-205.1 and PAY PROGRESSION SYSTEM AM-304.1).

Jason E. Brown _____

DATE _____