RULE XVI

PROMOTION

SECTION A. GENERAL POLICY

1. A promotion is the filling of a vacancy by the advancement of an employee to a position assigned to a job class with a higher pay range than that of the employee's current position.
2. Vacancies, unless filled by recall from layoff list, transfer, or demotion shall be filled whenever practical by promotion of employees holding positions in a lower job class.
3. Promotion shall be on a competitive basis whenever practical.
4. Appointing Authorities are encouraged to make employees aware of promotional opportunities by posting vacancies or other written notification.

SECTION B. ELIGIBILITY FOR PROMOTION

1. Promotions shall be open to all merit system employees who meet the necessary qualifications for the position.
2. Promotional competition may be open Countywide or may be limited to permanent employees only, or probationary, term, on-call employees and permanent employees of a single department or organizational unit.

SECTION C. COMPETITIVE PROMOTION – The Appointing Authority with the approval of the Personnel Director may choose to fill a vacancy from a promotional list.

SECTION D. NON-COMPETITIVE PROMOTION

1. If five or fewer employees have applied and possess the necessary qualifications, the Personnel Director may approve a non-competitive promotion.
2. The Personnel Director may require such tests or evidence of fitness as deemed appropriate.
3. Promotion between departments shall not be made non-competitively.

SECTION E. PROBATIONARY PERIOD NECESSARY – An employee who is promoted shall be required to serve a probationary period as provided in Rule VIII, Probationary Period.