

I. PURPOSE

To provide guidelines by which voluntary transfers, promotions, and demotions will be processed.

II. POLICY

All regular Agency employees may wish to be promoted, demoted or transferred due to their own personal career objectives or personal circumstances. The Agency encourages employees to pursue these opportunities as they become available.

Employees must meet employment standards for the classification.

III. DEFINITIONS

Promotion

The advancement from a position in one class to a position in a class with a higher salary range.

Demotion

Change from a position in a higher class to a position in a lower class with a lower salary range.

IV. PROCEDURE

- A. The Division Director will determine whether a position should be filled.
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Voluntary Transfers, Promotions and Demotions, Continued

- B. The Budget Manager shall verify that necessary resources are available to support the request.
 - C. The Personnel Department will post, internally, all positions that are currently open and available.
 - D. Interested candidates must take the necessary exams and apply for the position through the Personnel Department.
 - E. Qualified applicants will be processed through the standard recruitment and selection process. See Policy No. 020, Recruitment and Selection.
 - F. Upon promotion, an employee's salary shall be adjusted as follows:
 - 1) For promotion of less than ten (10) percent, the salary shall be adjusted to the step in the new range which provides for a corresponding percentage increase in salary.
 - 2) For a promotion of ten (10) percent or more, the salary shall be adjusted to the step in the new range which provides for a ten (10) percent increase in salary, or to the first step in the new range, whichever is greater.
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