

PERSONNEL ACTIONS

PA-1 : Promotions

SECTION I - POLICY

1. DEFINITION.

A promotion is defined as a favorable personnel action resulting in an employee being selected to fill a position which is authorized a higher grade or rate of pay.

2. STATEMENT OF COUNTY POLICY.

- a. It is the policy of the County to fill vacancies with the most suitable person, regardless of age, race, religion, color, sex, national origin, citizenship, or disability, except where it has been determined that sex or age is a bona fide occupational qualification.
- b. It is also the desire of the County to utilize each employee to their fullest potential and to encourage and foster personal development and advancement. To this end, selection officials shall fully consider all qualified employees, regardless of department of assignment, who apply for job vacancies.

SECTION II - PROCEDURES

3. PROMOTION FROM WITHIN.

- a. It is neither realistic nor wise to fill all vacancies through a 'promotion from within' policy. Exclusive promotions from within will not always result in the best candidate being selected and effectively cuts a large pool of eligible and qualified personnel from consideration.
- b. If feasible, certain job vacancies will be filled from within. This will have a positive effect on morale, demonstrate a desire to recognize employee loyalty, and encourage personal development of employees.
- c. The manner to accomplish this goal will be to announce certain job vacancies open to "on-board employees" and such position vacancies notices will be distributed only within the organization.
 - (1) The County Administrator will coordinate efforts under this promotion from within program and maintain a record by occupational groupings and departments of those jobs that are filled from within.

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- (2) In coordination with department heads, the County Administrator will strive to balance this effort amount, all occupation groupings and departments.
- (3) In the event that an on-board employee is not selected the position will be re-announced and opened to all candidates.