

SECTION 16 HUMAN RESOURCES ACTIONS

16.1 All Human Resources Actions affecting current employees shall have an effective date starting at the beginning of a pay period. The Department Director/Elected Official or designee shall submit requests for Human Resources Actions upon becoming aware of the recommended change and before the effective date of proposed action.

16.2 PROMOTIONS A promotion is the upward mobility to a higher range with a salary increase. An employee is eligible for a promotion at any time during employment with the County. An employee must meet the minimum qualifications for the posted vacant position in order to be considered for the position.

16.2.1 COMPENSATION ON PROMOTION Upon promotion, an employee's compensation shall increase not to exceed fifteen percent (15%) unless otherwise approved by the County Manager. No compensation upon promotion shall exceed the maximum compensation of the new position range nor fall below the minimum compensation of the new position.

16.2.2 TEMPORARY PROMOTION An employee may be temporarily promoted for a period not to exceed six (6) months to a vacant position for which he or she meets the minimum qualifications. The Human Resources Director may grant a temporary salary increase to the temporarily promoted employee pursuant to the applicable section of this handbook.

16.3 DEMOTIONS A demotion is the move to a classification with a lower range, which may be voluntary or involuntary and may be tied to a disciplinary action.

16.3.1 COMPENSATION ON DEMOTION Upon demotion, an employee's compensation shall decrease to an amount within the lower compensation range that is not more than a fifteen percent (15%) decrease from the employee's previous compensation, unless the maximum compensation of the new range does not accommodate less than a fifteen percent (15%) decrease. No compensation upon demotion shall exceed the maximum compensation of the new range nor fall below the minimum compensation of the new range.

16.4 TRANSFER A transfer occurs when an employee or an employee's position is transferred from one division or department/office to another. An employee or an employee's position may be transferred either voluntarily or involuntarily, if in the best interests of the County. An involuntary transfer is not grievable.

16.4.1 COMPENSATION UPON TRANSFER Compensation of an employee who is transferred shall remain the same unless otherwise approved by the hiring Department

Director/Elected Official, the Human Resources Director, the Finance Director, and the County Manager.

16.5 RECLASSIFICATION A reclassification occurs when an employee's position is changed and there is no reduction in salary. An employee may be reclassified either voluntarily or involuntarily, if in the best interests of the County. A reclassification is not grievable.