

SECTION 02-07

Effective Date: July 1, 1996

TRANSFER OR PROMOTION OF EMPLOYEES

Where vacancies exist in previously approved Administrative Division positions of the *Supervisor/Specialist, Assistant/Operator/Technician* and *Aide* Classes, upon recommendation of the Department Head and approval of the County Administrator a permanent/full-time or permanent/part-time employee within the same department as the vacancy may be transferred or promoted to that position. The County Administrator shall establish a probationary employment period of no less than two (2) nor more than six (6) calendar months for any employee so transferred or promoted. During the probationary employment period, the probationary employee's previous position shall remain vacant. In the event of unsatisfactory performance during the probationary employment period, the transferred or promoted employee may be returned to his/her former position at the same compensation prior to transfer or promotion or may be (i). be returned to his/her former position at the same compensation prior to transfer or promotion; (ii). be offered an alternative position within the same department, or (iii). be terminated. Subsequent vacancies in positions due to such transfers or promotions may be filled in like fashion or filled pursuant to Part 02 of this Manual.

Employees transferred or promoted to positions shall have their compensation set upon recommendation of the Department Head and approval of the County Administrator pursuant to the Attachment A of this Manual. Transferred or promoted employees are ineligible to receive probationary employment period increases pursuant to Section 13.04 of this Manual.