

Grant County Personnel Policy

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APPROVED: 

Cindy Carter, Chair, Board of County Commissioners

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Date Signed

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CONTACT: Human Resources

409 – Promotions/Transfers/Demotions

- 409.1 Whenever practical, promotion within the organization is encouraged but the goal is to fill positions with the most qualified and experienced individual. All applicants must meet the minimum qualifications and essential functions described in the Job Posting prior to the date of regular appointment, or as otherwise outlined. However, the employer reserves the right to recruit and hire from outside the County to fill the position with the most qualified applicant.
- 409.2 To be considered for a promotion or transfer, the employee must meet the minimum qualifications of the position and not have any written disciplinary records in the employee's personnel file within the past twelve (12) months. Date of hire will not be altered for any employee who is promoted or transferred within the organization.
- 409.3 After promotion or transfer to a new position, a new introductory period of six (6) months must be successfully completed. In the case of unsatisfactory performance in a promotional or transfer position, the employee may be considered for transfer back to the previous position held by the employee, if the previous position has not be filled; the employee shall have no expectation that his/her previous position will be held open.
- 409.4 If there is unsatisfactory performance, a re-organization, a disciplinary reason, or an employee request, an employee may be transferred to a position in which the salary classification is lower than his/her current position, subject to approval by the employer. In such cases, the employee's compensation will be reduced to the lower wage as of the first day of work in the new position. After transfer to a position not previously held by the employee within the last twelve (12) months, a new introductory period of six (6) months must be successfully completed.