

## SECTION VIII - PERSONNEL ACTIONS

- A. Promotion: A promotion is defined as a change in job title and/or grade recognizing increased capacity and responsibility of an employee from a position in one class to a position in another class having a higher entrance salary. Personnel promoted into a higher pay grade may receive a pay increase. The waiting period for a subsequent increase will begin with the effective day of the promotion and the promotion related increase which shall, from that date, be treated as the employee anniversary date. Department head/elected officials will work in conjunction with human resources personnel in establishing promotion criteria for various job classifications.
- B. Layoff (Reduction-in-Force): Should it become necessary to undergo a reduction of the work force brought about by a curtailment of operating revenues, technological innovation, the discontinuance or reduction of services, or other grounds consistent with economic and efficient administration of the county, the Board of County Commissioners, in cooperation with elected officers and human resources personnel, shall attempt to utilize the following sequence as far as practicable to achieve the required reduction:
1. Temporary/Seasonal employees (may be separated or reduced in work hours)
  2. Regular part-time employees (may be separated or reduced in work hours)
  3. Regular full-time employees (may be separated or reduced in work hours)

In determining which employee(s) shall be separated, human resources personnel, in conjunction with department head/elected official(s), shall recommend which job classes are affected and may utilize such factors as, but not limited to, longevity, performance, and organizational needs. The Board of County Commissioners or affected elected official(s) shall have the final say when layoffs affect regular, full-time employees.

- C. Abolishment of Job: If a circumstance should arise requiring the abolition of a certain position, employment status shall be maintained by one of the following:
1. The employee shall be returned to a previous position at a salary appropriate for the position, which may entail a reduction in pay.
  2. The employee may be promoted based upon performance, qualifications and position availability.
  3. The affected employee(s) may be transferred to another office/department to

- fill an open position commanding equal or lesser compensation.
4. If none of the alternatives are available, the employee shall be separated.

D. Separation: See Section II.

E. Resignation: Excessive turnover is costly and, therefore, management shall take all precautions necessary to prevent misunderstandings and other avoidable causes for resignation.

1. Whenever an employee resigns, an exit interview should be conducted by human resources personnel. If the reason for the resignation is a misunderstanding or mistake by the county, an effort shall be made to correct the situation.
2. Employees who resign and desire to leave the county in good standing should give a minimum of two (2) weeks notice if they are to be considered for re-employment at a future date. Resignations must be in writing and submitted to the department head/elected official.
3. Defacto Resignation: An employee who is absent from work for three consecutive work days and capable of giving proper notifications, but does not inform the supervisor, shall be deemed to have resigned and shall be informed of the same in writing by the department head/elected official.

F. Reinstatement/Rehire: Former employees who left voluntarily, and in good standing, may be reinstated to a vacant position only when their qualifications and ability indicate a potential for performance which would clearly exceed expected performance of current and promotable employees. Previous experience may be given credit in determining placement of employee on salary schedule and accrual of benefits if the rehire or reinstatement occurs within one (1) year from the date of termination.

G. Transfer: When a position becomes vacant in any office/department, other county employees are free to make application for the position without hindrance from any department head/elected officials. However, full-time employees must remain in the department by which they were hired for a period of two (2) years commencing on the date which they were hired before applying for a position within another department. Also, employees who make application for an alternate position will be subject to the conditions of employment and compensation designated for such position.

Employees are encouraged to visit with his or her department head/elected official before making such application. The employee must be considered on an equal basis with all other applicants. The office/department accepting the transferring employee shall accept accrued vacation and sick time as their budgetary obligation. Earned comp time shall be paid current before the transfer is complete.

- H. Reassignment: The effective operation of an office/department may require periodic changes in work assignments to match functional needs with capabilities of office/department personnel. An employee may be reassigned, without examination, from one position to a similar position in the same classification and grade within the office/department. Also, employees may request reassignments, but must do so in writing through established chains of authority. Employees making such a request will be subject to the conditions of employment and compensation designated for such position.
  
- I. Performance Documentation: It is the responsibility of elected officials, department heads, and immediate supervisors to properly, and in a timely manner, document noteworthy or critical incident behaviors of employee's. Such records may be used to support decisions which affect employee status related to job advancement, rewards, discipline, and discharge.