



PERSONNEL RULES AND REGULATIONS

RULE 4: <i>Promotions, Transfers, Demotions, and Detail Assignments</i>	APPROVED: REVISED:
REGULATION 1: <i>Promotions</i>	Pages: 1 of 2

Section 1: Introduction

Promotions shall give appropriate consideration to examinations and record of performance, seniority, and conduct. Vacancies shall be filled by promotion whenever practicable and in the best interest of the service, and preference may be given to employees within the department in which the vacancy occurs. (Nebraska Revised Statute 23-2525[4]). As performance, seniority, and conduct may be reviewed, the Hiring Authority may contact the employee's current supervisor for information, and thus, no confidentiality between departments will be afforded should the internal applicant be on the referred list.

A promotion is the filling of a vacancy by the advancement of an employee from a job in a lower grade/class to a job in a higher grade/class where the final wage of the new job is higher than the final wage of the current job. An employee may be promoted to a job within their department or to a job in another department. Promotions shall be by competitive examination and will be in accordance with the Rules and Regulations.

Section 2: Provisions

Employees must meet the following criteria to be considered for promotion:

- A. Must have completed their Introductory Probationary Period on or before the job posting deadline unless the appointee is employed within the department of the posting,
- B. Must meet the minimum qualifications of the job posting,
- C. Must have a recent performance evaluation rating of "satisfactory" or higher within the most recent 12 months except if the applying employee works in the Department with the job posting, and
- D. May not have been suspended within 12 months prior to the date the job posting closes.
- E. Employees who received a non-voluntary demotion within the last 24 months are ineligible.

Promoted employees will serve a Promotional Trial Period Probation, per *Rule 5, Regulation 2: Trial Period Probations*.



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NOTE: If an employee's attendance will be reviewed as part of their performance and suitability for promotion, only documented instances of attendance issues can be used for exclusionary reasons to deny a promotion.

Section 3: Procedures

Vacancies will be posted as outlined in *Rule 2: County Employment, Regulation 1: Selection Process*.

A promoted employee's pay rate will be calculated as follows:

- A. Current pay rate will be increased by five percent (5%),
- B. Next, this newly calculated rate will be compared to the promotional grade and adjusted to the closest step that ensures a 5% promotional increase, and
- C. The position date will be adjusted to the promotion's effective date.

In those instances where vacancies are filled by employees accepting a job in a different department, the Department Head shall release employees from their current job within a reasonable period not to exceed 30 calendar days. Employees accepting a job in another County department shall give their current department no less than 14 calendar days' notice of their acceptance of the new job, unless all parties mutually agreed to a period of less notice.

The appointing authority will complete and submit to the Human Resources Department an *Employee Action Form* reflecting all changes in status.