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## **POLICY 305: PROMOTION**

**ADOPTED: MAY 11, 1994 (REVISED: JUNE 20, 2017)**

### **Policy:**

It is the policy of the County to provide training and development opportunities for employees and to offer employees promotions to higher level positions when appropriate.

### **305:1 GENERAL PROVISIONS**

1. All employees are encouraged to seek advancement opportunities and to obtain career guidance and skill development counseling from their supervisor, department/division director and/or Human Resources.
2. An employee's basic eligibility for promotion will be determined by the minimum requirements of the new job. In addition, the employee should have held his/her current position for at least six months, if the position sought is outside their current department.
  - a) As regular vacancies occur, the hiring department is expected to review the position requirements and determine the necessity of filling the position.
  - b) If it is determined that a position must be filled, the hiring department then reviews the position duties, responsibilities and minimum qualifications, including the essential functions of the job, and updates and revises the job description with the assistance of Human Resources staff, if necessary.
  - c) The position is then posted and filled in accordance with Hiring Policy 301.
3. Current employee candidates for promotion will normally be considered and selected on the basis of job-related qualifications, tests where appropriate (demonstrated ability), attendance, work records, and performance evaluations. In addition, to the extent permitted by law, employees in certain job categories may be required to have a medical examination once a conditional offer of employment has been made.