

RULE 17 – Promotion, Demotion and Transfer

17.1 Promotion

- A. Vacancies in County employment may be filled by promotion of a qualified Regular Status employee in accordance with these Rules.
- B. An employee who fails to satisfy promotional probation may be separated without prejudice if the former position is either not vacant or no longer exists.

17.2 Demotion

- A. Involuntary
 1. A regular status employee may be demoted for cause by an Appointing Authority to any regular status position, provided the employee meets the minimum qualifications for such class.
 2. Before an employee with regular status can be demoted, the Appointing Authority shall give the employee written notice of the charges, a summary of the Appointing Authority's basis for the charges, and an opportunity for the employee to present a written response. The employee's response shall be made not later than three working days after the employee receives notice of the charges, unless extended in writing by the Appointing Authority.
 3. Prior to the effective date of the demotion, a written notice containing specific reasons for the demotion and the employee's right of appeal shall be provided to the employee and the Director.
 4. Except as otherwise provided in these Rules, a demoted employee shall not be required to serve a probationary period in the position to which demoted.
- B. Voluntary
 1. If an employee makes a written request for voluntary demotion within their Department, the Appointing Authority may make the demotion non-competitively upon certification by the Director that the employee meets the minimum qualifications. A copy of the employee's written request shall be provided to the Director. An employee demoted under this section shall have no right of Appeal.

17.3 Transfer

- A. A transfer of an employee may be made between comparable positions within a Department or from a position in another County Department to a position for which the transferee is qualified.

- B. In the event that, by action of the Board or otherwise, part or all of the functions of one Department are transferred to another Department, the affected employees of the transferring Department shall be accepted as transfers by the receiving Department at the same pay grade unless the receiving Department has no need for the particular position or positions. In the latter event, the regulations concerning Layoffs will apply.
- 17.4 Reassignment. An Appointing Authority has the authority to make reassignments within their Department. Reassignments shall be reported to the Director.
- 17.5 Details
- A. When the services of an employee are needed temporarily for more than thirty (30) working days in a position of higher grade within County employment other than the position to which regularly assigned, upon prior approval of the Director, the employee may be detailed to that position for a period up to one (1) year. A competitive process shall be used to fill any detail which exceeds thirty (30) working days, unless the Appointing Authority requests a waiver of the competitive process which shall be approved by the Director.
 - B. When the services of an employee are needed temporarily for sixteen (16) to thirty (30) working days in a budgeted position of the same or a higher classification, the Appointing Authority may detail an employee non-competitively to the special duty assignment.
 - C. An employee is eligible for detail only if that employee meets the minimum qualifications of the classifications as determined by the Director.
 - D. A detail to a position exempt from the Merit System shall not result in abridgment of any rights the employee may have prior to detail.
 - E. Exceptions to the conditions of a special detail may be authorized by the Director.