

CORPORATE POLICY

SUBJECT: Transfers and Promotions

CATEGORY: Human Resources

ORIGINAL DATE: November 10, 1992

REVIEWED DATE: March 12, 2018

REVISION DATE: March 28, 2018

I. **POLICY:**

- A. It is the policy of Lake Health County Department and Community Health Center (LCHD/CHC) to transfer and promote from within the Health Department whenever possible. Employees are urged to obtain the necessary skills, training, education, professional registration or licenses necessary in order to be eligible candidates for transfer or promotion. To encourage promotion of employees, Human Resources may restrict outside recruitment activities for a short period of time to ensure that employees are given an opportunity to apply. All positions will be posted through Human Resources and the applicant tracking system. Outside applications may be accepted after the waiting period for internal applicants, but qualified employees will still be given priority consideration. Such priority consideration does not imply a guarantee of appointment into the position.
- B. The Health Department may, at its discretion, initiate the transfer or promotion of an employee. Such action will be taken only with the approval of the employee.
- C. Capability Promotion (formerly Career Path) - a change of an employee within a market recognized, approved multi-level job series from a position of one class to a position of another class with more responsible duties and a higher salary range. A Capability Promotion does not require a vacancy to occur. Movement to the higher pay grade will be based upon the employee acquiring increased qualifications or credentials that enables the employee to perform more responsible tasks. The Capability Promotion will be proposed and budgeted in advance. Such a promoted employee shall receive a salary increase not to exceed 5% or to the new grade minimum whichever is greater.
- D. Competitive Selection Promotion - a promotion in which an employee is selected for a position in a higher grade via the job posting and application process. An employee awarded a position in a higher grade through the competitive selection process shall receive a salary increase of at least 5% or up to 10% depending on the qualifications of the applicant or to the new grade minimum, whichever is greater. However, if such an increase results in base pay that exceeds 5% above the new grade mid-point, the increase will be limited so as to result in a base pay amount that is equal to 5% above the new grade mid-point.
- E. Transfer - is a change by an employee from one position to another position of the same class or to another class in the same salary range, usually involving the performance of similar duties and requiring essentially the same basic qualifications. An employee who transfers from one position to another within the same salary grade will maintain their same salary.
Employees who request a transfer within a department or to another department will be given preference over applicants from outside if they are equally or better

CORPORATE POLICY

qualified. However, it is the responsibility of Human Resources and Directors to fill job openings with the most suitable individuals available.

II. SCOPE:

All Lake County Health Department and Community Health Center employees.

III. PROCEDURE:

- A. The employee desiring a change in position must complete and submit an application to Human Resources for the open vacancy.
- B. An interview will be arranged between the hiring authority with the job opening and each qualified employee applying for the job within the allotted time frame. If the employee is selected for the new job, a two (2) week notice is to be given to the supervisor. This applies to transfers and promotions. Factors to consider include:
 1. Attitude, skills, ability and past performance
 2. Efficiency
 3. Job related credentials
 4. Disciplinary record
 5. Attendance record
 6. Length of continuous employment with Lake County Health Department
- C. To process a transfer or promotion, a Personnel Action Form (PAF) must be completed by the supervisor for approval from the Director. Any change to a higher classification is considered a promotion and should be indicated as a promotion on the PAF.
- D. All accrued benefits remain with the employee when he/she transfers or is promoted to a different position in the Health Department. The Director of Human Resources may establish agreements with other departments in Lake County for transferring some benefit provisions from or to those departments. Such transfer of benefits must be approved by the new employing department on an individual basis.
- E. All transferred and promoted employees are required to serve an introductory period of six months during which time his/her performance will be evaluated by the supervisor. An employee not satisfactorily completing this introductory period may be issued a Formal Coaching Session by the immediate supervisor or disciplinary action up to and including termination may be recommended.
- F. Hiring Managers filling their vacancies with an internal candidate through competitive selection should follow the role of the immediate supervisor as stated in the Induction and Orientation policy (i.e., review the job description, conduct a competency assessment, where applicable, and develop goals and objectives for six month probationary period.
- G. If a transfer or promotion within the same program/business unit occurred, and the previous position is still available, consideration may be given to return to previous position and salary with the Director's approval.
- H. In the case of temporary or acting promotions, the employee will be notified in writing by Human Resources of the conditions of the promotion as it relates to performance appraisals, salary, and potential tenure in the job.
- I. All internal transferred or promoted employees are required to give a minimum of a two-week notice to their current supervisor.

CORPORATE POLICY

J. All employees will be paid in accordance with the provisions of The Pay Plan policy.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____