



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Promotions

Adopted Date: January 29, 1996

Revised Date: July 31, 2017

I. Promotions

A promotion is the advancement of an employee to a job in a higher job classification.

- A. When a vacancy is created in a department, a Job Posting Notice shall be posted simultaneously in the affected department and the Human Resources Department. It is the employee's responsibility to inform himself of position vacancies. Failure of the employee to learn of a position vacancy shall not be the basis of a grievance.
- B. Applications from qualified employees shall be sent to the Elected Official/Department Head where the vacancy exists and interviews will be scheduled by the Elected Official/Department Head or his designee. At least the top three (3) qualified applicants (if there are at least three qualified applicants) will be interviewed by the department.
- C. Employees promoted to a higher grade will start at the entry level of the grade or the first step of the grade that provides a minimum of a 3.78% increase from the employee's previous hourly base pay rate, whichever rate is higher. The seniority date will change to reflect the promotion date.
 1. For those employees classified on the Attorney Pay Scale, employees promoted to a higher grade in a **non-managerial role** will start at the entry level of the grade or the first step of the grade that provides a minimum of a 5% increase from the employee's previous hourly base pay rate, whichever rate is higher. The seniority date will change to reflect the promotion date.
 2. For those employees classified on the Attorney Pay Scale, employees promoted to a higher grade in a **managerial role** will start at the entry level of the grade or the first step of the grade that provides a minimum of an 8% increase, whichever rate is higher. The seniority date will change to reflect the promotion date.
- D. Any employee who is promoted shall give his supervisor/department head two weeks prior notice before accepting promotion to another department unless a mutual agreement of lesser or greater notice is made between the affected Elected Officials/Department Heads.
- E. An employee who is promoted shall be placed on a six (6) month probationary period in his new position from his Effective Date of Promotion during which time the employee must satisfactorily demonstrate his ability to perform the duties required. The immediate supervisor will periodically meet with the employee as needed or upon reasonable request of the employee concerning his progress with the intent to ensure that the employee receives any reasonable and necessary training required in order for the employee to successfully perform the job duties. Failure of the employee to perform satisfactorily during the probationary period may result in: 1) demotion; 2) transfer to another suitable position; or 3) dismissal.
- F. An employee promoted to a higher level position who fails to satisfactorily perform those duties and responsibilities required of the higher level position within a period of six (6) months from the date of promotion, will be demoted to his former position or a similarly rated position for which he would qualify if there is a vacant position available within the department.

- G. If no position is available, the promoted employee will be separated from employment but will have the first right of refusal for a period of six (6) months from the date of the separation for any covered position available for which the employee is qualified in his original department or any other department. It is the employee's obligation to inquire with the Human Resources Department as to which vacancies exist and to apply for said vacancies. The Human Resources Department will make available, to the affected employee, a list of all County wide vacant positions upon request.