



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Promotions Policy

Adopted Date: January 29, 1996

Revised Date: November 15, 2021

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 vacancy requisition shall be submitted to the Human Resources Department by the department with the vacancy.
- B. It is an employee's responsibility to inform himself or herself of position vacancies, including opportunities for promotion within an employee's department. Failure of the employee to learn of a position vacancy shall not be the basis of a grievance.
- C. Employees promoted to a higher pay 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. The employee may be placed at a step higher than entry level in the new pay grade, but no higher than a step 2 at the discretion of the Department Head or Elected Official and as verified with the Human Resources Department. Any request for higher step placement that exceed the limits in this section shall be made directly to Commissioners Court.

The request for the higher step placement may be submitted to the Human Resources Department prior to the promotion effective date but no later than 90 calendar days from the effective date. If received after the promotion effective date, the higher step placement shall only be processed in the pay period following the approval.

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.
 3. Based on qualifications, and at the discretion of the Department Head or Elected Official, employees who were promoted on or after October 1, 2018, and who are classified on the Attorney Pay Scale, whether non-managerial or managerial, may be placed at a higher step within the new pay grade, but no higher than a step 6, as cleared with the Human Resources Department.
 4. Any request for higher step placement that exceed the limits mentioned above shall be made directly to Commissioners Court.
- 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 beginning from his/her effective date of promotion. During the probationary period an employee must satisfactorily demonstrate his/her ability to perform the duties required for the new position.
- 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, may 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 the employee is not employed in the office of an elected official, and the department head determines that demotion is the appropriate placement and 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.

II. Temporary Promotion or Assignments

Temporary Promotions or Assignments are when employees are temporarily promoted or assigned to an existing or newly approved position in a salary grade higher than their regular position. This is normally for the temporary filling of vacant positions or long term leave of an incumbent.

- A. Employees are eligible to receive a temporary increase in salary during the time they are performing the Temporary Promotion or Assignment duties if all of the following criteria are met:
 - 1. The employee is temporarily assigned or promoted to a higher graded position other than or in addition to their regular position;
 - 2. The employee is performing the principal duties and assumes the responsibilities of the higher position;
 - 3. The temporary assignment is expected to extend or does extend for 30 calendar days or more; and
 - 4. The department works with the Budget & Fiscal Policy Department and identifies funding for the temporary increase in pay.
- B. Compensation for temporary promotions or assignments will be in accordance with Section I-C. The request must be submitted by the Department Head to the Human Resources Department as soon as possible, but no later than 90 calendar days from the start of the temporary assignment. The request for temporary increase in pay must be approved by the Human Resources Department. Upon approval, compensation will begin the first day of the assignment if the assignment begins on the first day of the pay period. If the assignment begins after the first day of the pay period, compensation will begin the first full pay period following assignment to the higher graded position.
- C. The temporary promotion or assignment is at the discretion of the Department Head and the temporary pay will be removed at the end of the assignment. Upon return to the original position, the employee will receive any and all pay changes for the position as if the employee had never left the original position.
- D. This policy does not apply to assigned tasks that qualify as "other duties as assigned" or when assigned duties of a lower graded position.

- E. If an employee separates from employment, either voluntarily or involuntarily, or as the result of a retirement, while temporarily assigned to a higher classification, any accrual payouts made in conjunction with the separation or retirement shall be calculated and paid without the additional rate of the temporary pay.