



**CHAPTER: Reassignment**

**SUBJECT: Promotions**

**POLICY NUMBER: 4.402**

**RELATED POLICIES: 4.405 4.2001 4.303**      **ENABLING RESOLUTION: 114-1988 267-2007 269-2007**      **REVISION DATE(S): 5/88 3/97 1/98 10/02 12/07**

**DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES**

**SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.**

## **I. Purpose**

The intent of this Policy is to provide consideration and opportunity for qualified employees to fill vacancies within the Sedgwick County system.

## **II. Policy**

- A. Whenever possible, new and vacant positions will be filled from within the Sedgwick County system.
- B. Promotions shall be made on the basis of qualification and performance, as determined by the hiring authority. (The procedures for promotional opportunities will be established for the Fire District by the Fire Chief. Notification of the process and procedure for promotions will be issued by procedural memo to the fire stations.)
- C. The promotion procedure will allow any employee to inquire and apply for internal job postings.
- D. Employees who are on promotional probation may apply for another promotional position.
- E. Employees have the right to inquire and apply for listed positions for which they are eligible, without prejudice and prior to notification of their supervisor.
- F. The appointed employee must serve a twelve (12) months promotional probation. This does not apply to classified exempt employees since they do not serve a probationary period. Fire Union employees shall consult their Union contract.
- G. After an employee has completed the initial probationary period, and even though that employee is placed on probation due to promotion, that employee shall have the right to

the grievance procedure, if he/she is otherwise eligible.

H.

### **III. Definition**

Promotion - Change of an employee from one position to another having greater duties, responsibilities and a higher salary.

### **IV. Procedure**

- A. The vacancy must be filed with the Division of Human Resources and all provisions dealing with the vacancy must be fulfilled.
- B. Under limited circumstances, waivers of the posting requirements for position vacancies may be considered. The County Manager will inform the Board of County Commissioners before waiving the posting process. Human Resources will receive and file waiver requests. A request for a waiver of posting can be made by submitting (1) a statement justifying that request, (2) the application/resume of the recommended candidate and (3) a detailed job description to Human Resources. If the requested information is not provided, the waiver request will be denied.

The County Manager may waive the posting requirement for

1. the appointment of an individual who is in an Interim Management role to fill the position permanently, or
  2. an offer of employment extended to someone identified from an existing applicant pool developed in response to a recent posting for the same job title or a position with significantly similar job duties, responsibilities and qualifications. In order to qualify for a waiver of the posting policy, the existing pool must meet specific criteria. Factors taken into consideration in evaluating the existing applicant pool include: the diversity of the pool; the date the pool was established; the qualifications of the individual being hired; and the similarity in responsibilities between the posted position and the new request.
  3. extraordinary circumstances not mentioned in items one and two of this section.
- C. Promotion
1. Movement to another position either with the same department or across the enterprise. Pay shall increase in accordance to the Salary Adjustment Policy (Wage and Salary Administration 4.2001, Q, 1 – 3).