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SUBJECT: JOB POSTING/TRANSFER/PROMOTION

EFFECTIVE DATE: DECEMBER 1, 1997

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When a vacancy occurs within a department, the department head may fill the position by promoting an employee from within the department. The position shall be posted within the department. The department head may also list the vacancy for internal applications only within the County. In general, these vacancies are posted a minimum of 5 working days on the employee bulletin board. Simultaneous recruitment may take place through outside sources as deemed necessary. Employees of the County shall be encouraged to seek advertised promotions within the County. The County shall reserve the right to transfer employees if it is in the best interest of the County.

The Personnel Department will refer the applications of all employees who request consideration for the position to the department head where the vacancy exists.

If an employee is offered and accepts an internal transfer, he/she should notify their current department head immediately. The effective date of the transfer will be negotiated between the two department heads but will not be delayed longer than 30 days.