



## PERSONNEL POLICY

### SUBJECT: PROMOTIONS

DATE: January 1, 2017

Number: 325-16

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#### **I. Statement of the Policy**

It is the policy of Fulton County that employees may be promoted from one job classification or position to another job classification or position in accordance with Fulton County's policies and procedures.

#### **II. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



## **PERSONNEL PROCEDURE**

### **SUBJECT: PROMOTIONS**

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#### **I. Promotion Defined**

A promotion is an appointment to a position in a classification with a higher pay grade.

#### **II. Eligibility**

An employee may be promoted while in any status if they have established current eligibility for the promotional position. Generally, promotional recruitment shall be open only to current County employees who have been employed at least six months prior to the posting of the job announcement. However, any recruitment that is also open to the general public shall not be subject to such a minimum service requirement.

#### **III. Permanent or Temporary Promotions – Approval**

An employee may be appointed to serve permanently or temporarily in a higher class upon the recommendation of the Appointing Authority and approval of the Chief Human Resources Officer, provided that the employee meets the eligibility requirements of such higher classification. A temporary promotional appointment shall not exceed one (1) year, but may be extended upon approval by the Chief Human Resources Officer. A temporary promotional appointment may be terminated at any time at the sole discretion of the Appointing Authority with or without cause. Once the temporarily promoted employee is no longer performing the duties of the higher classification, the employee shall be returned to his/her former classification and position and to the salary at which he/she would have been entitled had he/she remained in the position. Any employee who was in the Classified service immediately prior to working in an acting capacity or serving in an interim position shall retain such Classified status upon return to his/her former classification and position. Nothing in this paragraph shall prohibit an

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Appointing Authority from terminating the employment of or otherwise disciplining any individual temporarily serving in a higher classification and position for any reason allowed under the Personal Policies and Procedures, including but not limited to reasons that are unrelated to the individual's job performance in the higher classification and position.

#### **IV. Effect of Promotion on Compensation**

Whenever an employee receives a temporary or permanent promotion, the employee's salary rate shall be adjusted upward by ten percent (10%) or to the minimum of the pay grade for the employee's new position, whichever is greater. An Appointing Authority may request a salary adjustment above the ten percent (10%) or the minimum of the pay grade when an employee who is promoted to a position in a professional, technical and scientific class possesses specialized training, skills, experience or an advanced or professional degree directly related to the work of the position. The Appointing Authority's request is subject to both approval of the Chief Human Resources Officer and budget availability. The Chief Human Resources Officer may develop a systematic method to be used for placement of such employees within a pay range.

The Chief Human Resources Officer may also develop a systematic method to be used for placement of employees within a pay range to address those circumstances in which an employee moves from a position assigned to a classification and compensation system adopted by certain department(s) to a position assigned to the classification and compensation system adopted by the Board of Commissioners.

The Department of Human Resources Management shall maintain copies of written requests for salary increases above the ten percent (10%) or the minimum of the pay grade and the decisions regarding the same for a minimum of three (3) years.

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