

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.*

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## **Promotion, Transfer and Demotion**

**OVERVIEW:** This procedure identifies and defines promotions, transfers and demotions as it applies to employment with Alachua County. Compensation associated with promotions, transfers, and demotions is outlined in the Compensation & Benefits Section.

**SCOPE:** This procedure applies to all persons employed by the Board except for Board Appointees, Executive Service Appointees, Management and Legal Interns and Unclassified Service employees.

### **PROVISIONS:**

1. **Promotion.** The appointment of an employee to a position with a higher pay range than the employee's current position. The completion of the promotion should occur within 30 calendar days.
2. **Transfer.** The appointment to a position with the same or lower pay range.
  - a. An employee may apply for a position that has yet to be posted by submitting a Transfer Form (Appendix C) to the Human Resources Department. Approval authority for transfers between departments will be with the Department Director accepting the transferring employee. The transfer of the employee should be completed within 30 calendar days of the EAF approval unless approved by the Human Resources Director.
  - b. An employee may apply for a posted position by completing the online application. If the employee is interviewed and selected for the position, they will be transferred to that position within 30 days of the selection.
  - c. A Department Director may approve a transfer within their department upon the completion of an EAF.
3. **Administrative Transfer.** A non-elective transfer of an employee made by the Administrating Official for the good of the organization.
  - a. The Administrating Official shall set the salary, which may be lower than the employee's salary prior to the transfer.
4. **Demotion.** A demotion indicates an employee involuntarily moving from a higher classification to a lower classification, as a result of a corrective action.