

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

Policy No.: 5-5  
Revision No.:

Effective: 06/16/03  
Review Date: xx/xx/xx

## **Promotions**

**OVERVIEW:** A promotion indicates an employee competing for and/or being selected for a position in a classification with a higher salary range. This policy describes the salary actions associated with a promotion.

**SCOPE:** This policy applies to all persons employed by the Board of County Commissioners in a classified position.

### **PROVISIONS:**

1. **General Rule.** An employee who is promoted will receive a 10% raise from current salary or the base salary of the new position classification, whichever is greater.
2. **Exceptions to the General Rule.**
  - a. The department director has the authority to compensate at up to the midpoint of the assigned salary range for the classification.
  - b. Compensation at greater than the midpoint of the assigned salary range for the classification requires the approval of the Administrating Official.
  - c. Budgetary constraints must be followed when making compensation decisions.
3. **Reclassification.** The salary of an employee who is reclassified to a higher classification shall be set according to this policy.

---

County Manager

---

County Attorney