

A promotion is considered an employee's advancement from their current position to another position at a higher grade level requiring greater knowledge, skills and abilities than those required in their present position. It is the policy of Cottonwood County to fill vacancies by promotion of current employees from within where practical. This policy shall not be construed to preclude the County from external recruitment and/or selection of applicants outside the county service, nor as a waiver of job-relevant qualifications for a position, nor as a guarantee of promotion from within to any and or all positions for which job openings occur.

**Intra-Departmental Promotion**

Qualified employees within a Department may be promoted to a position within the Department upon recommendation of the Department Head and Human Resources Office and approval by the County Board without posted or published notices. Qualified candidates may start above the probation step with respect to wages, upon recommendation of the Department Head and Human Resources Office and approval of the County Board. Such positions shall be filled by the use of appropriate testing and evaluation techniques.

**Intra-County Promotion**

All vacant and newly created positions not filled by Intra-Departmental promotion shall be posted within Cottonwood County for a period of seven calendar days, during which time only current Cottonwood County employees (including County employees in layoff status) shall have the right to apply and be considered. Intra-County promotions shall be handled in the same manner as transfer between Departments. (See Policy Number 393 "Transfers")

All employees promoted to a new position shall serve at least a six (6) month probationary period during which time they may utilize fringe benefits accrued from their prior position. Should an employee prove to be incompetent, ineffective or unsuitable for the position, and no other suitable position openings exist in the organization to which the employee may be transferred or demoted, including the former position, the employee shall be terminated after thirty- (30) days notice.