

CHAPTER 10
PROMOTION, DEMOTION, REASSIGNMENT,
AND RECLASSIFICATION

1.0 PROMOTION. Preference in promotions may be given to merit employees within a County department. New Hires serving the initial probationary period are not eligible for promotional consideration when a department is making an in-house promotion prior to opening a position for recruitment through the Office of Personnel Management.

1.1 A candidate for promotion must be certified to possess the qualifications for the position by the Personnel Director

1.2 When an Administrative Officer requests that an open-competitive examination be announced, the appointment shall be made from the certification approved by the Personnel Director. Once an open-competitive examination has been announced, the time for promoting an employee, who is not one of the top five (5) persons on the register, has passed and the regulations allowing promotion of an employee shall not apply unless the promotion would facilitate compliance with stated goals such as affirmative action, disability, or similar circumstances.

1.3 An Elected Official may deem it desirable to promote from the full-time merit staff an employee to be "Chief Deputy" "Administrative Assistant" or "Confidential Secretary." In these cases, the individual promoted to an exempt status under the Davis County Merit System has the right of returning to a classification comparable to the one held prior to being promoted to "Chief Deputy," "Administrative Assistant," or "Confidential Secretary" of the Elected Official once the elected official terminates their term of office. In case that this creates a problem of an "overstaffed" department the guidelines under Chapter 11, "Reduction in Force" shall apply.

1.4 If an Elected Official designates an individual to be "Chief Deputy," "Administrative Assistant" or "Secretary" and the individual was not a full-time merit employee under the Davis County Merit System, the individual so designated does not have the right to automatically be covered under the Merit System and be classified in a covered status when the term of office of the Elected Official is completed. This individual must follow established procedures of being referred from the register for consideration of employment under the Davis County Merit System.

1.5 The Commission may deem it desirable to promote from the merit staff under their jurisdiction an employee to be the head of a major department, or "Director," as the case may be. In such a case, the individual promoted to an exempt status under the Davis County Merit System has the right of returning to a classification comparable to the one held prior to being promoted to "Director" by the Commission unless the "Director's" appointment is terminated for

reasons other than those listed in Chapter 11, 2.0. In case that this creates a problem of an "overstaffed" department , the procedures under Chapter 11 - "Reduction in Force" shall apply.

2.0 EXTRA CREDIT FOR IN-SERVICE EXPERIENCE. In rating an employee's education and experience to determine if they meet the minimum qualifications for a position, the Personnel Director shall take into consideration the employee's experience within a department when it is specifically related to the duties of the position for which the employee is being considered and may give double credit to the employee. In all cases where this extra credit is allowed for in-service experience, it shall apply only to the determination of whether the employee meets the minimum education and experience requirements for the position.

3.0 DEMOTION. The Administrative Officer may demote an employee for inefficiency or other causes justifying dismissal, or for administrative reasons not necessarily involving disciplinary action. If the demotion is not within the same series, the administrative officer shall request the Personnel Director to make certification that the employee meets the minimum qualifications for the new position. In all such cases, the employees shall have the same rights of appeal as employees who have been dismissed.

4.0 REASSIGNMENT. The Administrative Officer may reassign an employee for purposes of improved administrative practices or reorganization. If the reassignment is not within the same series, the Administrative Officer shall obtain from the County Personnel Director a certification that the employee meets the minimum qualifications for the new position. In all such cases, the employee shall have the same rights of appeal as employees who have been dismissed.

5.0 RECLASSIFICATION. A reclassification of a position may be requested by an Administrative Officer by submission of the position description to the Personnel Director for evaluation. If reclassification appears justified, it will be reallocated to the department with a change in the title and/or grade. In such cases of reclassifications, the County Personnel Director must certify that the incumbent meets the minimum qualifications for the position.