

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY X**

Title: **PROMOTIONS, TRANSFERS AND DEMOTIONS**

I. OBJECTIVE

To provide a standardized system which allows for the internal movement of employees within Brevard County service.

II. DIRECTIVES

A. PROMOTIONS

1. Competitive Promotions

Where external and internal candidates are substantially equally qualified for a position and no veterans' or affirmative action preference exists, the position should be filled with the promotion of an employee in the County Service. No employee shall be deemed eligible for a promotion whose last performance evaluation rating was "Needs Improvement."

2. Non-competitive Promotions

Competitive procedures need not apply when:

- a trainee appointment is placed in the class upon completion of an officially approved training program, provided the trainee had originally been selected as a trainee through competitive procedures,
- an employee's position is upgraded,
- promotions are made through a career ladder program when the employee was selected by competition at an earlier stage to enter the program, or
- an employee is assigned to a higher level position on a temporary basis.

3. Temporary Promotions

An employee may receive a temporary promotion to a higher level position without competition when:

- an employee has to perform the duties during the temporary absence of the incumbent,
- it is necessary to fill the position when it becomes vacant until a permanent appointment can be made, or
- the employee's services are required for a limited period of time to participate in a special project.

PROMOTIONS, TRANSFERS & DEMOTIONS POLICY (continued)

B. TRANSFERS

An appointing authority, for the good of the service, may transfer an employee from one position to another position of the same classification or another classification in the same pay grade, if the employee meets the minimum qualifications of the other position. The movement of an employee to a higher or lower classification carrying a different pay grade does not constitute a transfer and any such action must be accomplished in accordance with the procedures established for promotions or demotions.

Normally no employee shall be subject to more than two (2) involuntary transfers in a one (1) year period of time, except when reduction in force procedures are in effect. Involuntary transfers shall not be subject to the grievance procedure unless they exceed the number specified above.

C. DEMOTIONS

An appointing authority may demote an employee for any of the following reasons:

1. As a disciplinary measure for violation of County or departmental rules.
2. Inability to satisfactorily perform the required duties and responsibilities after promotion to a higher position.
3. In lieu of layoff during a reduction in force.
4. When the employee voluntarily requests such a demotion.
5. For the good of the service.