

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE X**

Title: **PROMOTIONS, TRANSFERS AND DEMOTIONS**

**I. PURPOSE AND SCOPE**

To implement the Promotions, Transfers and Demotions Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy X, Promotions, Transfers and Demotions

**III. PROMOTIONS**

- A.** No employee shall be deemed eligible for a promotion whose last performance evaluation rating was “Needs Improvement.”
- B.** Promotional examinations may consist of any, all or a combination of the following:

- 1. Evaluation of training and experience;
- 2. Performance examination;
- 3. Written examination;
- 4. Length of time in present classification;
- 5. Oral board examination;
- 6. Any other applicable criteria which will fairly measure the relative abilities of individuals competing in examinations.

**C. Release of Promoted Employees:**

Employees promoted to positions in another unit shall be released to the unit within a reasonable time, normally not to exceed two (2) weeks. In unusual emergency or hardship situations an extension may be granted at the discretion of the Office of Human Resources Director with the concurrence of the appointing authorities.

**D. Temporary Promotions:**

- 1. An employee may be assigned to a higher-level position as a non-competitive promotion on a temporary basis for a period of up to 180 days.
- 2. Competition procedures must be used when the temporary promotion is expected to exceed 180 days or when making the temporary promotion permanent.

3. An employee selected for a temporary promotion must be informed of the conditions and circumstances of the temporary promotion, including assurance of return to the employee's regular position upon completion of the temporary assignment.
4. A temporary promotion may be extended up to an additional ninety (90) days for good and sufficient cause such as inability to locate a candidate for permanent appointment or unforeseen delays in meeting the temporary need.
5. Temporary promotions shall not be used for trial periods before permanent promotions or to train persons for higher level positions.

#### **IV. TRANSFERS**

Employees with work records which are marginal or do not meet expectations will not receive an interdepartmental transfer without the specific approval of the appointing authority in the gaining unit.

#### **V. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 12/16/09