

Promotions and Interim Assignments

Human Resources Policy- #304

Policy:

Davidson County is committed to maintaining a promotion and Interim Assignment process and strategy that prohibits discrimination, complies with all applicable federal, state and local employment laws and encourages the promotion of the best available individuals from inside the County.

A promotion is defined as moving up at least one pay grade, this includes Interim Assignments. When an employee is promoted or accepts an Interim Assignment, their new salary will be determined by the following:

- Comparison of "% above minimum" (current pay grade vs. new pay grade).
- Comparison of existing employees' location within the pay grade for the same or similar type of position.
- Years of service with the County.
- Years of service within their current position.
- Relevant experience related to the promotion.
- Aside from the criteria above, Human Resources may elect to evaluate the pending promotion by placing the employee at the "minimum" of the new pay grade or increase the employee's salary by 5%, whichever is greater.

Employees who are promoted will be subject to a three (3) month probationary period even if they have completed their initial probationary period. If the employee has not completed their initial probationary period the remaining time will transfer to the new position plus the additional three (3) month probationary period outlined above.

Scope:

This policy applies to all employees.

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Procedure:

1. Department Director identifies the applicant for the promotion.
2. The Department Director completes the Salary Calculation Sheet and submits it to the Human Resources Director for review and approval.
3. Human Resources Director reviews, approves or rejects and if approved forwards to the County Manager. If rejected, the Human Resources Director will consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
4. The County Manager reviews and approves or rejects. If rejected, the County Manager will consult with the Human Resources Director. The Human Resources Director will then consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
5. If approved, the Department Director completes the offer letter and makes the employment offer. No employment offer can be made until the salary is approved.
6. Once the employment offer is accepted by the candidate, the Department Director completes the P-2 and submits it to Human Resources.

Document Change Record

Revision	Description
8-13-2024	Revised Policy, changed the promotion probationary period from 6 months to 3 months
7-1-2022	Revised Policy