



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Promotions

Adopted Date: January 29, 1996

Revised Date: ~~November 23, 2020~~ August 9, 2021

#### I. Promotions

A promotion is the advancement of an employee to a job in a higher job classification.

- A. When a vacancy is created in a department, a vacancy requisition shall be submitted to the Human Resources Department by the department with the vacancy.
- B. It is an employee's responsibility to inform himself or herself of position vacancies, including opportunities for promotion within an employee's department. Failure of the employee to learn of a position vacancy shall not be the basis of a grievance.
- C. Employees promoted to a higher grade will start at the entry level of the grade or the first step of the grade that provides a minimum of a 3.78% increase from the employee's previous hourly base pay rate, whichever rate is higher. The seniority date will change to reflect the promotion date.
  1. For those employees classified on the Attorney Pay Scale, employees promoted to a higher grade in a **non-managerial role** will start at the entry level of the grade or the first step of the grade that provides a minimum of a 5% increase from the employee's previous hourly base pay rate, whichever rate is higher. The seniority date will change to reflect the promotion date.
  2. For those employees classified on the Attorney Pay Scale, employees promoted to a higher grade in a **managerial role** will start at the entry level of the grade or the first step of the grade that provides a minimum of an 8% increase, whichever rate is higher. The seniority date will change to reflect the promotion date.
  3. Based on qualifications, and at the discretion of the Department Head or Elected Official, employees who were promoted on or after October 1, 2018, and who are classified on the Attorney Pay Scale, whether non-managerial or managerial, may be placed at a higher step within the new pay grade, but no higher than a step 6, as cleared with the Human Resources Department.
  4. A non-attorney employee who promotes within ~~their department~~, or between County departments, may be placed at a step higher than entry level in the new pay grade, but no higher than a step 2 at the discretion of the Department Head or Elected Official and as verified with the Human Resources Department.
  4. The request for the higher step placement shall be submitted to the Human Resources Department prior to the promotion effective date but no later than 60 calendar days from the effective date. If received after the promotion effective date, the higher step placement shall only be processed in the pay period following the approval.
  5. Any request for higher step placement that exceed the limits mentioned above shall be made directly to Commissioners Court.

- D. Any employee who is promoted shall give his supervisor/department head two weeks prior notice before accepting promotion to another department unless a mutual agreement of lesser or greater notice is made between the affected Elected Officials/Department Heads.
- E. An employee who is promoted shall be placed on a six (6) month probationary period beginning from his/her effective date of promotion. During the probationary period an employee must satisfactorily demonstrate his/her ability to perform the duties required for the new position.
- F. An employee promoted to a higher level position who fails to satisfactorily perform those duties and responsibilities required of the higher level position within a period of six (6) months from the date of promotion, may be demoted to his former position or a similarly rated position for which he would qualify if there is a vacant position available within the department.
- G. If the employee is not employed in the office of an elected official, and the department head determines that demotion is the appropriate placement and no position is available, the promoted employee will be separated from employment but will have the first right of refusal for a period of six (6) months from the date of the separation for any covered position available for which the employee is qualified in his original department or any other department. It is the employee's obligation to inquire with the Human Resources Department as to which vacancies exist and to apply for said vacancies. The Human Resources Department will make available, to the affected employee, a list of all County wide vacant positions upon request.