



POLICY AND PROCEDURES

NUMBER: 114

SUBJECT: Promotion, Transfer and Demotion

ACA STANDARDS: 3-ALDF-1C-04; 3-ALDF-1C-08; 3-ALDF-1C-01, 09

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97

REVISION DATE: 12/99, 5/05, 11/13, 12/18

I. POLICY

The Department of Justice Services shall follow procedures as set forth by the Civil Service Commission in making promotions, transfers and demotions of employees.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Administrators are responsible for the following procedures.

III. DEFINITIONS

Merit Date: The date an employee is eligible for his/her next salary increase.

Bona Fide Occupational Qualification: (BFOQ) The consideration, when reasonably necessary for the normal operations of business, of an applicant's sex, age, religion or national origin in assessing suitability for or ability to carry out the duties of a particular position.

IV. PROCEDURES

A. Promotion

1. Vacancies in higher positions shall be filled, when it is in the best interest of the Department, by promotion of present employees who meet the requirements established for the higher classification.
2. Promotions shall be open to all employees who meet the necessary qualifications for the position.
3. Employees will normally receive a 2.5%, 5%, 7.5%, *or* 10% salary increase upon promotion and a new merit date. The new merit date should be twenty-six (26) pay periods after the effective date of the promotion if the new step is (2) through (13) and thirteen (13) pay periods if the new step is (1).]
4. If an employee is eligible for a merit increase within ninety (90) days of promotion, a raise will be given along with the promotional increase. A new merit date will also be given at this time.
5. Promotions shall be on a competitive basis whenever practical. The Personnel Director may limit applicants for an examination to either sex if the appointing authority can substantiate in writing that a particular gender is a bona fide occupational qualification.
 - a. Competitive promotions are made when more than five (5) employees apply and possess the necessary qualifications. Interviews and/or exams may be required; the employees with the top 5 scores will be certified by the Division of Personnel and submitted to the Director of Justice Services for the final decisions. A promotional list will include all qualified applicants. This promotional list generally is active for two (2) years, but can be canceled before this time, at the discretion of the Director.
 - b. Non-Competitive promotions are made when five (5) or fewer employees have applied and possess the necessary qualifications. The department may or may not choose to go through formal interviewing and/or testing.

6. The Department of Justice Services will make employees aware of promotional opportunities by posting job announcements.
7. An employee who is promoted shall be required to serve a probationary period.

B. Transfers

1. Intra-Departmental transfers may be at the request of the employee or to improve an employee's performance or strengthen the Department. (See Policy #117 Intra-Departmental Transfers)
2. Job Class transfers may be made with the approval of the Director of Personnel. The Department may transfer an employee from a position in one job class if the pay ranges are equal and the employee meets the qualifications for the job class to which the employee is being transferred.
3. Transfers between departments may be made with the approval of the Personnel Director, the employee and the two Department heads involved, provided the positions are in the same or similar job class. The employee must meet the necessary qualifications for the job class he/she is transferring to. Accrued sick leave shall be assumed by the department to which the employee is transferred and vacation/comp time shall be assumed by the receiving department or paid by the employee's former department.
4. Transfers during probation may be made with the approval of the Personnel Director to a position in another job class for which an eligible list exists.

C. Demotion

A demotion of an employee may be made under the following conditions:

1. When an employee is not rendering satisfactory service in his/her position.
 - a. Demotions shall not be made unless the employee meets the necessary qualifications for the lower job class.
 - b. If the job class the employee is being demoted to is not in

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