

3.21 Requests for lateral transfers must be submitted to the Secretary for a determination that the proposed transfer complies with the provisions of this Chapter. If such a determination is made, a lateral transfer may be made without advertising the Vacancy into which the employee is transferred. (Amended April 10, 1996)

## RECLASSIFICATION

3.22 Reclassification is a significant change in the job content of a position, including job responsibilities, level of knowledge and accountability. A reclassification may or may not result in a change in salary grade, and until salary grades are established, a change in salary.

3.23 All requests for reclassification should be a result of business necessity without consideration to the performance or merit of the incumbent in the position at the time of the request.

3.24 Reclassification requests must be submitted to the Secretary, who shall conduct a job audit of the position to determine if a reclassification is justified. If the Secretary concurs with the Elected Official/Department Head, the Secretary shall submit such recommendation to the Commission for approval. If approved by the Commission, the Elected Official/Department Head shall thereafter present the requested reclassification to the Governing Authority for its approval. (Amended April 10, 1996)

3.25 Employees who occupy a job classification at the time of a reclassification, will be subject to meeting the minimum qualifications of the new job classification in order to remain incumbent in said job.

3.26 Positions occupied at time of a reclassification need not be advertised, so long as the incumbent meets the minimum qualifications of the new job classification and provided all procedures provided for reclassifications have been met.

3.27 An incumbent in a reclassified position is not subject to a new Probationary Period.

3.28 Positions that are Vacant at the time of a reclassification request must be advertised as provided in this Chapter.

## PROMOTIONS

3.29 A promotion is defined as an employee's movement within a Department or between Departments, from one position into another position, which new position results in the employee moving from a lower salary grade to a higher salary grade, or until salary grades are established, results in an increase in salary for such employee, or which new position which is budgeted at a salary higher than the employee's existing position.

3.30 Employee promotions must be based on the County and/or District's compliance with the Commission's policy on advertising Vacancies set forth in this Chapter.

3.31 An employee who is promoted is placed on a three (3) month Probationary Period from the effective date of the promotion. During the Probationary Period, the promoted employee must satisfactorily demonstrate his or her ability to perform the duties required. Failure of the employee to satisfactorily complete the three (3) month Probationary Period will result in demotion to the employee's old position and salary, with the affected Elected Official's/Department Head's approval, provided such position is available, or transfer to another suitable Vacancy, or termination in the event no suitable positions are open.

## DEMOTIONS

3.32 A demotion is defined as an employee's movement within a Department or between Departments, from one position into another position, which new position results in the employee moving from