

employment at will relationship, nor to make an oral or written agreement for permanent employment or employment for any specified period of time, except by written order entered in the minutes of the Commissioners' Court.

- 6.19 All employees are subject to assignment and reassignment by the appropriate Department Head/Elected Official at any time.
- 6.20 Each Department Head/Elected Official shall designate an employee who shall be in charge of personnel records for that Department. The designated employee is responsible for recording change of status, salary increases (cost of living), leave of absences, vacation and sick leave, separation forms, as well as maintaining all other information and documentation in the employee's personnel folders for the requisite periods of time required by law.

LATERAL TRANSFERS

- 6.21 A lateral transfer is defined as an employee's movement within a Department or between Departments, from one position into another position, which new position has the same salary grade as the person's previous position, or until salary grades are established, is not budgeted for a higher salary than the employee's existing position.
- 6.22 An employee transferring laterally shall not receive a salary increase or decrease.
- 6.23 Lateral transfers may or may not involve a change in job responsibilities.
- 6.24 Employees may not transfer between Departments without prior approval from both affected Elected Officials/Department Heads and the Human Resources Director.
- 6.25 A lateral transfer of an employee within a Department or from one Department to another within the same job classification is generally discouraged unless it is of benefit to both, the County and/or District and the employee in order to improve productivity or morale.
- 6.26 Requests for lateral transfers must be submitted to the Human Resources Director 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.

RECLASSIFICATION

- 6.27 Offices and Departments may submit reclassification request at any time during the year, but they will be considered for approval during the annual budget process. If an immediate business necessity exists, a reclassification request may be considered at a time other than the annual budget process, but a Commissioners' Court waiver is required.
- 6.28 Position reclassifications may be required when fundamental changes in the position duties have occurred over a period of time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade and until salary grades are established, a change in salary.
- 6.29 Reclassification request must be submitted on a completed Personnel Adjustment Request Form with a copy of the current job description and a copy of the proposed job

description to Department of Budget and Management with a copy to the Human Resources Department.

The Human Resources Department will conduct a job audit (desk audit or on-site audit) of the position to determine if a reclassification is justified, and will make a recommendation on the job title and job description. The Department of Budget and Management will conduct a salary audit of the position to determine the appropriate salary grade and until salary grades are established, the appropriate salary and will make a recommendation on the proposed salary. Both departments will submit their recommendations to the Classification Committee² for approval. If approved by the committee, the Elected Official/Department Head will present the requested reclassification to the Commissioners' Court for its approval. All approved adjustments will be effective on the first day of the first full pay period following approval of the Commissioners' Court.

Note: Department Heads/Elected Officials may assign other (additional) duties to an employee in addition to those listed in a job description without requiring a reclassification. The job description is intended to provide a general job description with examples of work and duties to be performed and these may change according to the changing needs of a Department and/or the County. A reclassification may be warranted when fundamental changes in the position duties occur over time as defined above.

- 6.30 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.
- 6.31 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.
- 6.32 An incumbent in a reclassified position is not subject to a new Probationary Period.
- 6.33 Positions that are Vacant at the time of a reclassification request must be advertised as provided in this Chapter.

PROMOTIONS

- 6.34 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.
- 6.35 Employee promotions must be based on the County and/or District's compliance with the Human Resources Department's policy on advertising Vacancies set forth in this Chapter.
- 6.36 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

² Classification Committee will consist of a representative from the Human Resources Department, Treasurer's Office, and Department of Budget & Management.