



## DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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Policy #	Approval Date: 1/20/2020
Title <b>Employee Promotions, Lateral Transfers, Progressions, Demotions</b>	Effective Date: 1/1/2020
	Revision Date(s):

### Definitions:

Promotion: Date on which the employee is transferred to a different position that is in a higher paygrade than the current position.

Demotion: Date on which the employee is transferred to a different position that is in a lower paygrade either voluntary or involuntary.

Progression: Date on which the employee meets the requirements to move to the next level of the position. (i.e. Social Worker I, II or Senior; Clinician I, II, III or IV). The requirements are defined in each respective job description.

Lateral Transfer: Date on which the employee is transferred to a different position that is in the same paygrade.

An employee who is transferred into a different position may be required to serve an orientation. Please refer to the Performance Management Policy.

### Pay Considerations:

Promotion: Employees will receive at least a 5% increase on the date in which the employee is promoted to the new position. Employees who are promoted and whose position is on the Dodge County Compensation Schedule will receive the Cost of Living Adjustment (COLA) increase on January 1<sup>st</sup> of each year regardless of the amount of time that employee has been in the position. Employees will receive a step increase on July 1<sup>st</sup> following the effective date of the promotion with the completion of a successful performance evaluation if required by the Department Head. Future wage step/merit increases will follow the Performance Management Policy. For example:

Employee A: is promoted on 1/5/2020 will receive step increase on 7/1/2020. Will receive cost of living on 1/1/2021 and next step increase on 7/1/2021.

Employee B: is promoted on 10/15/2020 will receive the cost of living on 1/1/2021 and will receive step increase on 7/1/2021. The next step increase will be on 7/1/2022.

Demotion: Employees will be placed in a step that provides the least amount of decrease in pay if the pay falls within steps 1-4 of the paygrade of the new position or at least a 2.5% decrease in pay if the pay falls within the open merit range of the paygrade of the new position. Employees who are demoted and whose position is on the Dodge County Compensation Schedule will receive the Cost of Living Adjustment (COLA) increase on January 1<sup>st</sup> of each year regardless of the amount of time that employee has been in the position. Employees will receive a step increase on July 1<sup>st</sup> following the effective date of the demotion with the completion of a

successful performance evaluation if required by the Department Head. Future wage step/merit increases will follow the Performance Management Policy. For example:

Employee A: is demoted on 1/5/2020 will receive step increase on 7/1/2020. Will receive cost of living on 1/1/2021 and next step increase on 7/1/2021.

Employee B: is demoted on 10/15/2020 will receive the cost of living on 1/1/2021 and will receive step increase on 7/1/2021. The next step increase will be on 7/1/2022.

Progression: Employees will be placed in a step that provides at least a 2.5% increase in pay if the pay falls within steps 1-4 of the paygrade of the new level or at least a 2.5% increase in pay if the pay falls within the open merit range of the paygrade of the new level. Employees in positions on the Dodge County Compensation Schedule will receive the Cost of Living Adjustment (COLA) increase on January 1<sup>st</sup> of each year regardless of the amount of time that employee has been in new level. Employees will receive a step increase on July 1<sup>st</sup> following the effective date of the progression with the completion of a successful performance evaluation if required by the Department Head. Future wage step/merit increases will follow the Performance Management Policy. For example:

Employee A: is moved to a new level on 1/5/2020 will receive step increase on 7/1/2020. Will receive cost of living on 1/1/2021 and next step increase on 7/1/2021.

Employee B: is moved to a new level on 10/15/2020 will receive the cost of living on 1/1/2021 and will receive step increase on 7/1/2021. The next step increase will be on 7/1/2022.

Lateral Transfers: There will be no adjustment to the employees pay for moving to a new position within the same paygrade. Employees will receive cost of living and their next step/merit increases as if no position change had occurred.

Note: Prior to the final decision on step placement or wage rate in the open merit range in any of the above situations, Human Resources will analyze the transferring employee's wage rate in relation to the incumbent(s) wage rate(s) to ensure equity within the classification.