

# SALINE COUNTY PERSONNEL POLICIES AND PROCEDURES

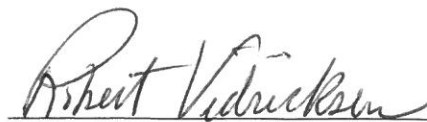
**EFFECTIVE DATE;** 04-17-18  
**SUPERSEDES:** 06-17-14

**SECTION NO.** 20 **PAGE** 1  
**POLICY NO.** 11 **OF** 1

**SUBJECT:** Transfers and Promotions  
**RELATED POLICY NO.** 20.02a, 20.02b, 20.09, 20.10

**SCOPE:** All Employees of Saline County

1. When a full-time non-exempt vacancy occurs and it provides an opportunity for promotion for a current regular full-time or probationary full-time employee, it shall be posted according to Policy 20.09.
2. An eligible employee who is interested in a posted position must complete an "In-House Application/Transfer Request" form which is available in the Human Resource Division. Road and Bridge employees can obtain the forms from the Road & Bridge Superintendent or designee. In-house applications will not be accepted for Patrol Officer positions. Patrol Officer positions will have an in-house courtesy posting. All County employee applications for Patrol Officer will be reviewed with outside applications and will be required to complete an outside application at [www.hrepartners.com](http://www.hrepartners.com). Should there be more than one (1) qualified applicant, a six (6) month eligibility list may be established for future vacancies within that six (6) month time frame. If vacancy occurs during this eligibility list time frame, no courtesy posting will occur.
3. Employees who apply will be considered before hiring an outside applicant. If there are at least two (2) qualified in-house applicants, a promotion shall be granted to one of the qualified employees with the County Departments before an outside applicant would be hired or a temporary, part-time or intermittent employee would be transferred or promoted. Qualified shall further be defined as meeting the minimum qualifications of the position and satisfactory results of Performance Appraisals.
4. All applicable tests and screening processes as outlined in Policy 20.02 will be conducted.
5. If several full-time employees apply for a position, the most qualified would be offered the position. If two or more of them have equal qualifications, the decision would be made on the basis of seniority.
6. Temporary, part-time and intermittent employees will be considered for full-time positions with outside applicants. However, at the discretion of the hiring Department Head of Elected Official, temporary, part-time or intermittent employees in his/her Department may be considered before outside applicants. This applies only if the employee is currently in a position that was publicly advertised and filled using the selection procedure outlined in Section 20.02. The employee will need to meet the minimum qualifications of the position and undergo any applicable testing.
7. Sheriff Reserves will be considered with outside applicants.



Robert Vidricksen, Chairman  
Saline County Board of Commissioners