

PROMOTIONS

Objective: To establish policies concerning promotions in County employment Policy Number: 04-14

Reference: (All applicable federal, state, and local laws) New York State Civil Service Law Civil Service Rules for Tompkins County (as amended September 12, 2008 and January 11, 1979; approved by the New York State Civil Service Commission June 8, 1979) Agreement between the County of Tompkins and Civil Service Employees Associations, Local 1000, AFSCME, AFL-CIO Agreement between the County of Tompkins and Civil Service Employees Association, Local 855, AFSCME Effective Date: January 12, 1981

Responsible Department: Personnel

Modified Date (s): June 1988; April 2009;

October 2009

Legislative Policy Statement:

Resolution No.: 09-212

General Information:

Next Scheduled Review: October 2012

I. Definitions:

Promotion is defined as the movement of any employee from a present position to any higher-rated position, regardless of department.

II. Policy: To follow New York State Civil Service Law and Civil Service Rules for Tompkins County for promotions

Procedure:

Competitive, noncompetitive and labor class jobs will be filled in accordance with New York State Civil Service Law.

On promotion to a supervisory position, an employee will receive an increase to a salary greater than the salary of the employees being supervised, but never greater than working rate of the new position. This provision does not apply to management employees (see Policy 04-06, #2, B3) or confidential employees (see Policy 04-06, #2, B2)

On promotion to a temporary supervisory position, the same procedure must be followed as in an original appointment. No title or salary change will take place until process is complete.