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| COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia | POLICY NUMBER: 14.1 | Page 1 of 1 |
| | SUPERSEDES: February 27, 2018 | DATE ISSUED: July 13, 2021 |
| SUBJECT: Promotion | AUTHORIZATION: Adopted by the Board of Supervisors; to become effective July 13, 2021 | |

14.1 Promotion

If a vacancy is to be filled by a promotion, such promotion must be approved by the Department Director and the County Administrator before the offer is made to the employee. Opportunity for promotion to a vacant position within the department shall be posted in the department for at least ten work days so that interested employees within the department may apply. These promotions shall be based on merit, and all qualified non-probationary employees within the department shall be considered. The vacant position may be posted internally within the entire County provided the Department Director and the County Administrator approve such posting.

Employees who are promoted shall be granted up to a five percent (5%) increase or the minimum level of the new pay grade & appropriate step, whichever is greater.

Employees will be subject to a probationary period as stated in Section 11.4.