



County of San Bernardino PROMOTIONS

A promotion is the appointment of an employee from one Job Code Title to a Job Code Title having a higher salary range.

REFERENCES

Current County Memoranda of Understanding (MOU); Exempt Compensation Plan; Personnel Rules

GENERAL INFORMATION

A promoted employee shall receive at least the entrance rate of the new salary range or approximately a five percent (5%) salary increase whichever is greater, provided that no employee is thereby advanced above the top step of the higher salary range. *Refer to appropriate MOU, Promotions article*

For hints on where to find employee information on the EMACS System, see EMACS Navigation section.


PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Complete JAR packet
- ◆ Audit for completeness
- ◆ Retain copies for department file
- ◆ Forward originals to EMACS-HR (0030)
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Checklist for Promotion or Reclassification 
 Probationary Period
 Probationary Period Exhibit
 Step Advancements

TRAINEE PROMOTION

A trainee appointment is an underfill to a regular Job Code Title where an employee works under close supervision while gaining the necessary knowledge and skills to progress to the higher level Job Code Title.

REFERENCES

Personnel Rules

FORMS REQUIRED

Trainee Promotion 
 County Employment Application or Résumé (if applicable)

MANDATORY FIELDS

All
 All

GENERAL INFORMATION

Employees in trainee status are eligible for promotion upon meeting minimum qualifications and receiving at least a Meets Job Standards (MJS) Work Performance Evaluation (WPE). Those who do not meet the specified criteria, as outlined in the Underfill Agreement, shall be terminated or returned to their former Job Code Title, if applicable. *Refer to department guidelines for individual procedures*

The employee shall be required to qualify by one (1) or more of the following:

- ◆ Additional experience
- ◆ Additional schooling
- ◆ Possession of a State certificate or license
- ◆ Receipt of a MJS WPE
- ◆ Successful completion of an appropriate examination

During the period of a trainee appointment, the trainee shall be considered to have probationary status. Appointments to the higher Job Code Title are subject to a probationary period.

SUPERVISOR RESPONSIBILITIES

It is the responsibility of the trainee's supervisor to request and complete the paperwork necessary to promote the employee to the higher level Job Code Title; terminate the employee; or return the employee to a former Job Code Title by the date indicated on the Underfill Agreement. The supervisor should certify that the trainee has met and/or completed all of the requirements for promotion and provide the necessary documentation (i.e., copies of certificates, licenses, WPE).


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