

Title: Promotion Policy  
Policy Number: 112  
Effective Date: December 27, 2024  
Authorized by: Pottawattamie County Board of Supervisors

Policy:

It is the policy of Pottawattamie County to offer employees promotions when appropriate. A promotion is defined as a job advancement with a higher level of pay and responsibility. The County prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above entry level, unless outside recruitment is considered to be in the County's best interest.

Comments:

- (1) All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their Supervisor, Department Head, and/or the Human Resources Department.
- (2) Employee eligibility for promotion will be determined by the requirements of the job description.
- (3) Promotions for which the Department Head solicits candidates from within the County will be posted for a minimum of ten (10) calendar days.
- (4) Employee candidates for promotion will be screened and selected on the basis of attendance, work records, performance appraisals, and essential job related qualifications. Seniority will be considered if required by a collective bargaining agreement or if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications.
- (5) Employees seeking promotion may be required to have a medical examination, psychological evaluation or drug test if the examination is job-related and consistent with business necessity.
- (6) An employee who is promoted shall advance to the appropriate promotional pay grade and shall go to the pay step that guarantees a minimum of a five percent (5%) pay increase. If the five percent (5%) is not an option within the new pay grade, the employee shall be placed at the maximum step of the pay grade.

- (7) An employee who is promoted shall be subject to a review period of no less than sixty (60) work days in the new job position. At the discretion of the Department Head, promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists.