

Promoted Employees. All newly promoted employees will be considered to be in an introductory period in their new jobs for three (3) months after they begin working in the new job. This “trial” period is an extension of the selection process and is designed to provide the newly promoted employee an opportunity to demonstrate that s/he is well-suited for the job and that the job is well-suited for the employee. If the supervisor concludes during the introductory period that the newly promoted employee is not well-suited for the new position, the employee may be removed from that position. If there is a vacancy in the employee’s former position, the employee may be returned to it. If there is no such vacancy, s/he may be considered for the filling of other vacancies for which the employee is qualified. If no other position is found, the employee may either be placed on a personal leave of absence or terminated.

Promotion

County personnel shall be able to apply for any vacancy that occurs in the workforce. The County will always seek the most qualified individual for the position and, therefore, may not always hire from within the County workforce. Promoted employees shall be required to serve a three-month introductory period in the new position.

Time and Attendance

Timely and regular attendance is a performance expectation for County employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. Employees who are unable to meet this expectation must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Departments have discretion to evaluate extraordinary circumstances of a tardy, absent or failure to clock-in or clock-out and determine whether to count the incident as an occurrence. Human Resources staff is available to advise supervisors regarding the evaluation of extenuating circumstances.

Shift Categories. Employee work hours generally fall into one of the following categories:

7.5-Hour Shift. Employees who work a default schedule of 7.5 hours a day and work 5 days a week. (37.5-hour work week.)