

Iowa County, Iowa
Policy Manual

Title: Promotions and Transfers	Reference #: HR007
Section: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

Promotion

When an employee is promoted from one job classification to another job classification having a higher wage rate, the employee may, at the discretion of the Department Head, be placed in the orientation period for up to 90 days. A regular full-time employee who vacated his/her position to accept a promotion and is rejected during the orientation period shall be reinstated to his/her former position with no loss of seniority or benefits if such a former position is then vacant and still available.

Transfers

A transfer is a linear movement of an employee into another job within the County. Transfers, either voluntary or involuntary, must be granted by the Department Head or Elected Official. An employee transferred will continue to receive the same benefits and his/her anniversary date will not change. A transferred employee will serve an orientation period of 90 days. Interdepartmental transfers will normally require a two week notice prior to the official transfer of an employee unless otherwise agreed to by the appropriate Department Heads. A regular full-time employee who vacated his/her position to accept a transfer and is rejected during the orientation period shall be reinstated to his/her former position with no loss of seniority or benefits if such former position is then vacant and still available.