



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #: 113.2	Approval Date: 01/20/2020
Policy Title: Employee Promotions, Lateral Transfers, Progressions, Demotions	Effective Date: 01/01/2020, 12/01/2024
Owner: Human Resources Committee	Revision Date(s): 04/08/2025

I. PURPOSE

The purpose of this policy is to establish guidelines regarding employee promotions, lateral transfers, progressions and demotions.

II. POLICY

It is the policy of Dodge County to provide employees with opportunities to enhance their career in a process that ensures fairness, consistency, and transparency for promotions, lateral transfers, progressions and demotions.

III. STANDARDS

A. Definitions

1. Promotion: Date on which the employee is transferred to a different position that is in a higher paygrade than the current position.
 2. Demotion: Date on which the employee is transferred to a different position that is in a lower paygrade either voluntary or involuntary.
 3. Progression: Date on which the employee meets the requirements to move to the next level of the position. (i.e. Social Worker I, II or Senior; Clinician I, II, III or IV). The requirements are defined in each respective job description.
 4. Lateral Transfer: Date on which the employee is transferred to a different position that is in the same paygrade.
- B. Prior to the final decision on step placement or wage rate in the open range in any of the scenarios included in this policy, Human Resources will analyze the transferring employee's wage rate in relation to the incumbent(s) wage rate(s) and years of direct experience to ensure equity within the classification.

IV. GUIDELINES

A. Promotion

1. Employees will receive a 5% increase or the starting pay of the position, whichever is higher on the date in which the employee is promoted to the new position. If 5% is between two steps, the pay will move up to the next step.
2. Employees who are promoted and whose position is on the Dodge County Compensation Schedule will receive the Cost of Living Adjustment (COLA)

increase, as approved by the County Board of Supervisors, on January 1st of each year regardless of the amount of time that employee has been in the position.

3. Employees will receive a step increase on July 1st following the effective date of the promotion, as approved by the County Board of Supervisors. Future wage step/merit increases will follow the Performance Management Policy.
4. The County Administrator, at their discretion, may approve a wage for any step on the Compensation Structure up to market or up to an additional 5%, whichever is greater, under the following circumstances:
 - i. The employee exceeds the minimum years of direct, related experience detailed in the job description of the position promoting to.
 - ii. The employee has demonstrated an expertise level in the area of responsibilities for the position promoting to.
 - iii. Market conditions for difficult to fill positions.

B. Demotion

1. Employees will be placed in a step that provides the least amount of decrease in pay if the pay falls within steps 1-4 of the paygrade of the new position or at least a 2.5% decrease in pay if the pay falls within the open range of the paygrade of the new position.
 - i. Pay is determined by an analysis by Human Resources based on years of related experience of the employee demoting as well as the years of experience and pay rate of existing employees in the same position.
2. Employees who are demoted and whose position is on the Dodge County Compensation Schedule will receive the Cost of Living Adjustment (COLA) increase, as approved by the County Board of Supervisors, on January 1st of each year regardless of the amount of time that employee has been in the position.
3. Employees will receive a step increase on July 1st following the effective date of the demotion. Future wage step/open range increases will follow the Performance Management Policy.

C. Progression

1. Employees will receive a 2.5% increase in pay or the starting pay of the position, whichever is higher, on the progression effective date. If 2.5% is between two steps, the pay will move up to the next step.
2. Employees in positions on the Dodge County Compensation Schedule will receive the Cost of Living Adjustment (COLA) increase on January 1st of each year regardless of the amount of time that employee has been in new level, as approved by the County Board of Supervisors.
3. Employees will receive a step increase on July 1st following the effective date of the progression, as approved by the County Board of Supervisors. Future wage step/open range increases will follow the Performance Management Policy.

D. Lateral Transfer

1. There will be no adjustment to the employees pay for moving to a new position within the same paygrade.
2. Employees will receive Cost of Living Adjustment (COLA) and the next step/open range increases, as approved by the County Board of Supervisors, as if no position change had occurred.

V. **PROCEDURE**

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