


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p>Promotion</p>	 <p>900.206</p>

**PURPOSE:**

The Fire Department may offer employees promotions to higher level positions when appropriate. The Fire Department prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies unless outside recruitment is deemed to be in the Fire Department’s best interest.

**SCOPE:**

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

**POLICY:**

- A. Employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor and/or Fire Chief.
  
- B. An employee's eligibility for promotion will be determined by
  - a. The requirements of the new job.
  - b. An employee's qualifications for the job, performance, and disciplinary history.
  - c. The specific needs of the Fire Department.
  - d. Considerations may include, but are not limited to:
    - i. time in current position and
    - ii. a satisfactory performance in all duties assigned over a specified period.
  
- C. Job openings and promotions for which the Fire Department seeks candidates from within the department normally will be posted by the Human Resources Department on the County website and bulletin board and will be distributed internally via e-mail. However, when determined by the Fire Chief and/or Comptroller to be appropriate and after review by the County Human Resources Department, job openings or promotions may be filled without posting notices. When employees seek job openings or promotional opportunities, they should follow the established procedure (refer to Policy 900.203, Hiring) and indicate their interest to their supervisors.

<p>Initial Approval: 3/28/07 Revision Date: 2/23/11</p>	<p>Page 1 of 2</p>	<p>Sam Saunders, Chairman</p> <p>ORIGINAL SIGNED</p>
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# Campbell County Fire Department Policy

General Administration

Promotion



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- D. Current employee candidates for promotion will normally be screened and selected on the basis of attendance and work records, performance appraisals and other performance history, disciplinary records, and job-related qualifications including in some instances applicable testing results. Seniority may be considered if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications. Additionally, employees seeking promotions may be required to undergo medical examinations if the examinations are job-related and consistent with business necessity.
- E. Promoted employees will be subject to the provisions of the Introductory Period policy in their new positions as determined by The Fire Department. Employees will remain at-will employees at all times, and neither the promotions to new positions nor the completion of the subsequent introductory periods alters the employment-at-will relationship.

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Sam Saunders, Chairman

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