

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.05	Pages: 1 of 1
Chapter: Personnel Actions		Effective Date: August 11, 1994
Subject: Promotions		

I. POLICY:

Cumberland County Government shall promote from the existing workforce whenever possible.

II. DEFINITIONS:

Promotion means a change in title with new and/or additional responsibilities.

III. PROCEDURE:

A. Eligibility:

In the classified service, employees for promotional examinations shall:

1. Have one year of continuous permanent service preceding the closing date of the examination.
  2. Be currently serving in the announced unit scope in a title to which the examination is open and meets all other requirements in the promotional announcement.
- B. Department heads shall insure that employees recommended for promotion on a provisional basis meet the eligibility requirements of that promotional title.
- C. Department heads shall present recommendations for new promotional positions to the Director of Personnel and Human Resources during the annual budget process. New promotional positions shall be reviewed by the Freeholder Personnel Committee and the Finance Committee for action.
- D. The Director of Personnel and Human Resources shall notify department heads as to the status of their promotional request.