

meet the required standards. Under unusual circumstances, the appointing authority or his designee may petition the Personnel Board for an extension of the probationary period, however, such petition shall be submitted to the Board, in writing, not later than thirty (30) days prior to the end of the probationary period.

B. The fact that an employee has not completed his probationary period shall not prevent him from applying for, being certified to, and being appointed to, a class of higher level.

1.108—Permanent Status

A. A probationary status Merit System employee may be retained beyond the end of his or her probationary period and granted permanent Merit System status after six months of probation if the supervisor concerned certifies that the services of the employee have been found satisfactory and recommends to the Personnel Officer that the employee be given permanent status. Copies of the certificate as above mentioned shall be distributed to the various departments concerned as well as to the employee.

B. A permanent status employee may resign by filing his or her reasons with the Personnel Officer. Whenever possible, employees shall give notice of resignation at least two weeks in advance.

1.109—Transfers, Promotions, Demotions

A. Types of Transfers

1. Transfers include all cases in which an employee is moved from one position to another in the classified service without a break in service. Transfers shall be designated as one of the following types:

a. Between appropriations; for example, if it is determined that a position in the classified service is no longer needed, the employee occupying that position may be placed in another position in the same or different class.

b. Between classes of the same level; for example, the movement of an employee from laborer, which carries a grade 4, to an engineering aid, which carries a grade 4.

c. To a higher level (promotion); for example, from a clerk-typist to secretary.

d. To a lower level (demotion); for example, from secretary to clerk-typist.

e. Remain in the same class; for example, the transfer of a clerk-typist I from the Public Works Department to the Office of Personnel.

B. Promotions

1. Vacancies in higher positions shall be filled by promotion, as far as practicable, from the lower classes. Promotions are not to be restricted to organizational units. The County encourages employees to develop skills and attain greater knowledge of their work, and to make known their qualifications for more responsible and different work. No employee shall be required to obtain the permission of his superior before applying to the Personnel Officer for a promotional transfer between departments; however, upon receipt of any such application, the Personnel Officer shall give immediate notice of same to the applicant's present Department Head.