

Time in Position Policy

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An employee must satisfactorily complete the applicable (6) month introductory period as a time in position requirement prior to seeking a promotion or transfer to a position at the same rate of pay or higher. An employee still in the (6) month introductory period may apply for a posted opening within the same job title, such as for a shift with more hours, though all interested and qualified employees will be considered equally for any available positions.

Exceptions to this time in position requirement may be made for the convenience of the Library as determined by the Library Director or designee. Exceptions may be made on a case by case basis without setting precedent.

Time served under one job title does not apply to the introductory period under a new job title. If, at the time of the promotion/transfer, the employee:

- is in the initial introductory period, the employee will serve a full initial introductory period in the new position; or
- is in a promotion/transfer introductory period, the employee will serve a full promotion/transfer introductory period in the new position.