

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **PROMOTION**

<b>POLICY NO.</b>	4.8	<b>EFFECTIVE:</b>	01/02/2024
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A promotion is the movement of an employee from one class of position to another of a higher pay grade in which the employee meets the minimum qualification requirements.

- A. When an employee is promoted, the employee's salary shall be increased to the minimum salary of the new, higher pay grade.
- B. In the case of overlapping ranges, and upon the successful completion of the 6-month probationary period in the new position, the promoted employee may be increased based on recommendations of the Department head.
- C. A promotion shall change the employee's anniversary date.
- D. All promoted employees are required to serve a probationary period in accordance with Section 2.8.
- E. Exceptions may be granted by the County Administrator.