

**WALTON COUNTY
PROMOTIONS/RECLASSIFICATIONS**

Amendment to Section 200 – Position Classification

7. Promotions/Reclassifications – Generally, when an employee is promoted to a position in a higher class, the employee’s salary shall be increased to the minimum rate for the higher classification in the new pay grade that will give the employee an increase of at least five (5) percent. When an employee is promoted to a higher classification that is more than two (2) pay grades higher than the employee’s current classification, the department head may recommend to the Appointing Authority that the employee’s salary be increased to the minimum rate for the higher classification in the new pay grade that will give the employee a salary increase of at least ten (10) percent. In no case shall an employee who is promoted to a position in a higher pay grade to be paid a salary less than that which the employee was receiving prior to the promotion nor shall the employee’s salary exceed the maximum salary of the pay grade. An employee whose position is reclassified to a higher classification shall have their salary increased in the same manner as if he or she were promoted to the new classification. All promotions and reclassifications are subject to the County’s budget and funding ability. Further, upon promotion to a position in a higher class, a promoted employee’s salary may be increased at advanced steps through Step 6 for the new position due to exceptional experience, education, qualification, or recruiting difficulties as documented by the Appointing Authority.