

**ARTICLE 2. EMPLOYMENT**

**EFFECTIVE DATE: 05/04/98**

**RULE 208. PROMOTION, VOLUNTARY**

**REVISED DATE: 08/14/02**

**DEMOTION, TRANSFER, REASSIGNMENT,  
REAPPOINTMENT AND DETAIL**

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- A. GENERAL:** Judicial service employees may be promoted, voluntarily demoted, transferred, reassigned or reappointed to ensure effective operations.
- B. PROMOTION:**
1. Vacancies may be filled by promotion whenever practicable and in the best interest of the Judicial service. Regular status employees are eligible to promote.
  2. Promotions shall be competitive in nature unless otherwise specified in these Rules.
- C. VOLUNTARY DEMOTION:** Employees who voluntarily demote through a noncompetitive process shall not be required to serve a probationary period as provided in these Rules. Noncompetitive voluntary demotions are not appealable.
1. If an employee makes a written request for a voluntary demotion, the demotion may be effective upon approval of the Court Administrator. A copy of the employee's written request shall be placed in the employee's personnel file.
  2. Employees requesting voluntary demotions must meet the acceptable qualifications for the position to which the employee seeks to demote.
- D. TRANSFERS:**
1. Judicial employees, upon request and approval of the Court Administrator and involved Division Heads, may transfer non-competitively to another classification in the same pay range or may assume the duties of a position in the same classification in another division provided the employee has completed at least six (6) months of satisfactory service in the employee's current position and meets the acceptable qualifications of the position sought.
  2. In the event that part or all of the functions of a division are transferred to another division, or a division is otherwise administratively reorganized, the affected employees may be transferred without regard for the requirement of six (6) months of service. In such cases, the affected employees of the transferring division shall be accepted as transfers by the receiving division at the same pay range unless the receiving division has no need for the position(s). In the latter event, the Rules governing layoff shall apply.
- E. ASSIGNMENT/REASSIGNMENT:** A Division Head has the authority to assign employees to specific duty and work locations and make noncompetitive reassignments

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within their division as deemed necessary. Assignments and reassignments are neither grievable nor appealable, except in cases of alleged illegal discrimination.

**F. REAPPOINTMENT:** A regular employee may be reappointed by a competitive process as defined in Rule 202(A) to a different position with the same or lower range as the classification currently held or to a position with a higher range which is not in the same career track or path as the position currently held. Employees who are reappointed shall be required to serve a probationary period as provided in Rule 209(C)(6). Competitive reappointments are not appealable.

**G. DETAIL:**

1. When the services of an employee are needed temporarily in a position other than that to which the employee is regularly assigned, upon prior approval of the Court Administrator, the employee may be detailed to another position for a period not to exceed six (6) months.
2. Employees detailed for more than thirty (30) days to a position in a higher classification shall receive a within range salary increase equivalent to the entry of the salary range to which detailed or a ten percent (10%) within range salary increase as recommended by the Division Head. In no event, should an employee so detailed receive less than a ten percent (10%) salary increase. Such pay adjustments for details for over thirty (30) days shall be made retroactive to the initial date of detail of the employee. Salary adjustments made as a result of a detail shall terminate when the employee returns to the position normally held.
3. A detail from a classified position to an unclassified position shall not result in abridgment of any rights the employee may have prior to detail.
4. Exceptions to the conditions of a special detail may be authorized by the Presiding Judge.

**H. EFFECTIVE DATE:** The effective date of promotions, voluntary demotions, transfers, reappointments and detail to special duty shall be on the first day of the pay period following approval of the action.