Internal Transfer Policy
Lateral or Promotional Transfers

The St. Charles City-County Library District offers all employees the opportunity to apply for lateral or promotional positions after successfully completing six months in their current position. The immediate supervisor shall complete a formal evaluation of the employee’s work performance at the completion of six months. The evaluation should consider the employee’s ability and willingness to perform the job duties, desire to contribute to the mission and goals of the Library District, and willingness to cooperate with other staff members. The supervisor or manager may extend the evaluation period beyond six months if the employee needs more training or coaching.

The employee’s eligibility for a transfer or promotion will be determined by the requirements of the new job. In addition, to be considered an employee must complete a minimum of six months in his or her current position, have a satisfactory performance evaluation, and have no disciplinary actions during the same period.

Job openings throughout the District will be advertised on the Library website. Positions in salary grade 13 above will be advertised internally and externally.

When job openings are advertised:

1. Employees should submit a letter expressing interest in the open position with a current resume to the HR Department by the deadline specified in the posting.
2. The HR Staff will forward internal applicants who meet the minimum job requirements and who have successfully completed six months in their current jobs to the hiring manager.
3. The hiring manager will review applicant materials and determine the most qualified applicants to interview.

An employee selected for a position through the interview process may be retained in the former position until a replacement is obtained or satisfactory arrangements are made with the present branch or department. Promotions should be effective with the beginning of a pay period unless an extenuating circumstance has been approved by the HR Manager.

Refer to the following policies for additional guidance and clarification: E008- Adjustment to Approved Positions, E111- Employment Status, and E 512.2- Promotion or Demotion.