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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Hiring, Age Limits, Advancement, Promotion, and Probation  
**POLICY NUMBER:** 7005

**7005.1 General:** The District hiring system shall be administered so that District employment, retention, and promotion shall be on a merit basis to assure that the best qualified persons available are employed and retained by the District. Minimum qualifications for original or continued employment are established in the job description for each class of employment.

**7005.2** The minimum age for any employment at the District shall be 18 years.

**7005.3 Hiring and Advancement:** Raises will only be paid when the employee has satisfied the District Manager that a raise has been earned. Step raises are not automatic. Persons hired for 20 hours or more per week on a permanent basis shall have the same probationary period and be eligible for advancement in the same way as permanent full-time employees. Whenever a position is available in a higher classification, the District Manager may promote the best qualified presently employed person, or hire an outside person, whichever he deems best, without regard to seniority. The number of employees in each classification will be determined by the budget.

**7005.4 Promotions:** The same criteria used for layoff ranking shall serve as guidance for the District Manager in evaluating employees for promotion, in addition to the following policy:

**7005.4.1** A notice of vacancy shall be posted at all work locations at least seven (7) days prior to any filing date, when possible.

**7005.4.2** All employees who apply for a different classification will be granted an interview, if qualified, as per the job description for the position.

**7005.4.3** All interested qualified employees will be considered for any open position.

**7005.4.4** District policy on all promotions shall be on a merit basis to assure that the best qualified persons available are employed and retained by the District.

**7005.4.5** The anniversary date for salary consideration for any promoted employee shall be the first day of the pay period at one year of employment in the promoted position.

**7005.4.6** The steps of the salary schedule are merit steps, and are not automatic. Eligibility for merit increase will be considered at an employee's anniversary date or at annual evaluation. Any employee hired at other than step 1 will still come under the annual anniversary date consideration, unless a written agreement is made between that employee and management, such as in cases of advancement, with an agreed upon anniversary date change.

**7005.4.7** Steps 6, 7 and 8 are longevity steps based on merit. Eligibility for longevity steps

would normally occur after 3 years of satisfactory work for the District in each preceding step.

**7005.5 Probation:** All original appointments shall be tentative and subject to a probationary period of 1 year from the date of hire in the current position. All promotional appointments shall be tentative and subject to a probationary period of one (1) year following such promotion. The probationary period shall be utilized for closely observing the employee in his/her position and for eliminating any probationary employee whose performance does not meet the required standards of work. The 12 months of probation is for time actually worked and does not include time earned in some status other than actually performing duties assigned as part of that person's employment. In practice, a person on unpaid leave would not be credited with time worked to satisfy the probationary period. During the probationary period an employee may be rejected at any time by the District Manager without the right of review of any kind.