



## PROMOTIONS

### I. PURPOSE

To support the basic organization-building process of promoting qualified employees to positions of greater responsibility and recognition.

### II. SCOPE

This policy applies to all positions.

### III. POLICY

When a position vacancy occurs, opportunities to promote from within may be explored consistent with the goal of filling positions with the most capable individual available.

Receipt of a promotion does not guarantee that an employee will be able to return to his or her former position if he or she is unsuccessful in the new job.

### IV. GUIDELINES

- A. All position vacancies will be posted to ensure a competitive process.
- B. Job posting and employee performance appraisals will provide the primary input to the internal selection process.
- C. External recruiting sources will be used simultaneously with the internal search.
- D. Non-exempt employees who are promoted to an exempt level position will be paid-out all compensatory time accrued at the rate of pay prior to promotion.

### V. RELATED POLICIES

[Salary Administration #120.](#)  
[Employee Performance Appraisal #612.](#)  
[Job Posting #021.](#)  
[Introductory Period #030.](#)