

SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION

Promotion

Promotion means the reassignment of an employee from a position in one (1) classification to a position in another classification that has a higher salary range.

Staff members promoted to job positions with higher ranges are eligible for increases. Promoted staff members shall be placed on the appropriate step of the hiring range for the new position. Should placement on the appropriate step of the hiring range result in less than a four percent (4%) increase, the employee shall be placed on the step of the new pay range which will result in a four percent (4%) or more increase.

A promoted staff member is not subject to a new probation period and, by the same token, is not eligible for a probationary increase. If within ten (10) working days after promotion the promoted staff member desires to return to his/her former position or is not performing satisfactorily in the opinion of the supervisor/administrator, then the employee may elect to return to the staff position from which the employee was promoted. In this case, the employee must submit a letter to the supervisor/administrator stating the intent to return to the former position. Four (4) months after any promotion, a brief written evaluation of the promoted staff member shall be prepared.

Staff Promotion or Transfer

It is the policy of the Governing Board to promote or transfer from within the ranks wherever it is practicable.

For the purposes of this policy, a *promotion* is defined as a move to a higher range position; a *transfer* is defined as a lateral movement (within the same pay range) or a move to a lower range position. Transfers made for disciplinary reasons are not addressed by this policy.

Eligibility:

- The probationary requirement and/or the four (4)-month requirement in the present position may be waived by the head of the site/department in which a staff member is employed. If granted, a waiver must be in writing and approved by the site/department head and accompany the staff member's application for promotion or transfer.
- Staff members who are selected for interdepartmental promotion or transfer will not be retained in their positions for more than ten (10) workdays by current site/department heads without the concurrence of new site/department heads.

Adopted: *December 13, 2013*

Revised: _____

CROSS REF.: GBA - Equal Employment Opportunity