

Chapter 15

PROMOTION

15.1 PROBATIONARY PERIOD

The agency imposes a probationary period of at least six months upon all newly promoted personnel.

- *Copy of Six month evaluation*

15.2 WRITTEN PROMOTION ANNOUNCEMENT

The agency provides to each employee a written promotion announcement which includes:

- A. Identification and description of the position or job classification which is intended to be filled through promotion;
- B. A schedule of dates, time, and locations for all elements of the promotional process;
- C. Specification of the requirements for participation in the promotional process; and
- D. Description of the process to be used for the testing, evaluation, and selection of personnel within the promotional process.
 - *Copy of Promotion Announcement*

15.3 PROMOTION ADMINISTRATION

The responsibility and authority for administering the promotional process for the agency is vested in an identified position within the agency or government.

15.4 PROMOTION PROCEDURES

The procedures used by the agency for promotion are job-related and nondiscriminatory.