# Policy: HR – Promotions

Purpose: To reward and recognize employee performance.

## Policy:

[Company Name] will consider promoting qualified employees to fill open positions, when appropriate.

### Procedural Guidelines:

To be considered for a promotion, the employee should be in his/her present position for a minimum of six months and have a satisfactory work performance record. The Human Resources file should not contain any poor performance documentation (including clinical performance) in the previous 12 months; the last performance evaluation should indicate at least satisfactory performance; and the employee should not have been on probation within the last 12 months.

Promotions will be based on: the ability to perform the available job; demonstrated sustained, effective performance; documentation that the employee is the best-qualified candidate for the position; demonstrated ability to assume more responsibility; and length of service and experience.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_