

## CLASSIFIED STAFF PROMOTIONS

When Classified staff vacancies are to be filled, preference will be given to qualified applicants from within the school district, provided their qualifications (proven and potential ability, training, experience, and personal characteristics) are equal to those of other applicants. However, the best qualified person from among all who apply within and outside the school district will be selected.

The performance of an employee promoted to a higher position will be reviewed during the probationary period in the new job. The employee will discuss the reviews with his/her supervisor, principal or the operations manager, and will receive a copy of each. At the completion of the appraisal period, the employee will be notified of continued employment in the new position or reinstatement in the former one.

Employees who have unsuccessfully applied for a promotion will be encouraged to contact their supervisor to discuss position criteria and suggested developmental activities which would assist in future consideration.

(Adoption Date: December 13, 1982)  
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(Reviewed Date: March 23, 2009)

CROSS REF.: GDC/GDCA/GDD, Support Staff Recruiting/Posting of  
Vacancies/Hiring