

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES PERSONNEL POLICIES

200 EMPLOYMENT TERMS

214 PROMOTION POLICY

It is the policy of the Bay de Noc Community College Board of Trustees to hire employees for entry-level positions, to provide training and development for employees when deemed necessary, and to offer employees promotions to higher-level positions when deemed appropriate. To fill vacancies above the entry level, management may promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the college's best interest.

PROCEDURE:

- 214.1 An employee's basic eligibility for promotion will be determined by the requirements for the new job. In addition, the employee must have held his/her current job for at least six months, and have a satisfactory performance record with no disciplinary actions during the same period.
- 214.2 Job openings and promotions for which management seeks candidates from within the college will normally be posted by Human Resources via e-mail to all regular full-time and part-time employees. This internal posting will be active for five (5) working days. From time-to-time however, management will, as it deems appropriate, fill job openings and make promotions without posting notices.
- 214.3 Current employee candidates for job openings and promotions will be considered and processed as outlined in the transfer policy. Applicants recruited from outside the college for such positions will be considered and processed as outlined in the hiring policy.

214 PROMOTION POLICY

Policy Origin Date:

Procedure Origin Date: