

THE METROPOLITAN COMMUNITY COLLEGES

DISTRICT REGULATION

3.10050 DR

PROMOTION OF STAFF EMPLOYEES

3.10050 DR

The district officer whose responsibility includes personnel administration will be responsible for the promotion of staff employees.

I. Definition

Promotion is defined as movement to a vacant position in another job classification at a greater level of responsibility and compensation.

II. Guidelines

- A. In accordance with board policy, all employees of the district are eligible for consideration for any vacancy that occurs within the district.
- B. An employee may seek promotion within her/his own department or within another department in the district.
- C. An employee may prepare for promotion through excellent performance in her/his present position through a demonstration of an ability to assume added responsibilities, or through additional study in a relevant field.

III. Implementation

- A. If a current employee is promoted he/she will receive a salary increase equal to one increment on the new range for each salary range the new position exceeds the current position to a maximum of two increments, or he/she will be placed on the first step of the new range, whichever is greater.
- B. If a current employee voluntarily applies, for a vacant position on a lower salary range than her/his current position and is selected for that position, the employee's salary will be decreased by one increment of the new salary range or to the maximum on the new salary range, whichever is lower.

Approved: Chancellor
April 6, 1979

Revised: April 10, 1984