

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> B-02
<b>POLICY:</b> Promotion			
<b>DATE:</b> NOV30/94	<b>REV. DATE:</b> OCT 29/03	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The County of Renfrew recognizes the desirability, where possible, of promotion within the service of the employer.

**PROCEDURE:**

1. Consult the appropriate Union Contract for any deviations to the following.
2. Employees may apply for any posted position within the County for which they are qualified.
3. All qualified internal applicants are given consideration for an interview.
4. Consideration for promotion is based upon knowledge, skills, abilities, formal qualifications, experience, prior work record/performance, and service with the County.
5. The following apply to promotion to non-Union positions:
  - (a) any employee who changes his/her job classification by promotion to a non-Union position is placed on a formal trial period that may last from two (2) months up to one (1) year;
  - (b) the Department Head determines the length of the trial period based on the nature of the job involved;
  - (c) the promotion becomes permanent upon satisfactory completion of the trial period;
  - (d) the trial period may be extended if deemed desirable by the Department Head provided that the duration of the trial period does not exceed one (1) year in total; and

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- (e) in the event the employee proves unsatisfactory in the position during the trial period, or if the employee finds that he/she is unable to perform the duties of the new job classification, he/she is returned to his/her former position only if the position is vacant; in the event the former position has been filled, the County shall attempt to find alternate employment for the employee although such employment cannot be guaranteed.
6. An employee promoted to a higher-level classification is placed in the salary range applicable to the new position at a step that gives the employee a minimum 5% increase (provided that the new salary does not exceed the maximum of the salary range).
  7. The employee's anniversary date for increment purposes is subject to change as a result of promotion.