

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources

NUMBER: A-001-02-0012

AREA: Employment

DATE: 6/1/2018

SUBJECT: Promotions

REVIEWED: 12/13/2022

I. PURPOSE

Rocky Mountain College offers eligible non-faculty employees the opportunity to be considered for positions which would result in a promotion.

II. POLICY

- A. To fill vacancies above the entry level, RMC encourages promotion from within when possible, and will consider current employees with the necessary qualifications and skills in accordance with the institutional job posting policy. The following criteria will be used when considering an internal applicant for promotion:
- a. The internal applicant must fill out and submit to the Human Resource Department an Internal Job Applications Form by the close date on the internal posting.
 - b. Internal applicants must meet the minimum qualifications in order to be considered for an interview.
 - c. Promotions will be made on the basis of qualifications and requirements of the position as determined by the hiring department.
 - d. Employees who are promoted shall be compensated at the start rate of the new position.
 - e. Individuals who choose to take a position at a lower grade level (demotion) will be paid the start rate of the new position.
 - f. Salary or wage increases granted due to promotion shall be separate and apart from other salary or wage considerations, i.e. cost of living increases, etc.
 - g. An effective date of the promotion shall be mutually agreed upon between the affected department heads.

B. Eligibility

To be considered for a promotion, an employee must:

- a. Have completed the six month probationary period.
- b. Complete and submit the Internal Job Application Form which notifies their present department head of an intention to apply for a promotion.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees