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## **PROMOTIONS, TRANSFERS AND DEMOTIONS**

Employee promotion, transfer, and demotion decisions are made on the basis of several factors, including but not limited to funding availability, individual skills and abilities, demonstrated performance, and position requirements. When making such decisions, HSWC, Inc. observes the following guidelines:

### **Promotions and transfers**

Head Start of Washington County, Inc. strives to provide advancement opportunities for current employees and to make employment with the agency attractive to qualified individuals; therefore, hiring preference is given to internal candidates over external candidates when both are equally qualified.

To be eligible for a promotion or transfer, employees must be performing at a satisfactory level in their present position with no current or pending disciplinary actions and have held their present position for at least six (6) months. Eligibility for a promotion or transfer, however, does not guarantee the employee will be promoted or transferred. Seniority may apply when two internal candidates are equally qualified. Promotions and transfers may take effect as soon as possible, without undue disruption of operations.

An employee who is promoted or transferred may receive an interim pay increase at the time of promotion and must serve a six month probationary period in the new position. Employees who fail to satisfactorily complete this probationary period may be reassigned to a position equal to the one held prior to promotion. If such reassignment is not possible, the employee may be terminated. Employees who successfully complete the six-month probationary period may receive a pay increase in accordance with the additional responsibilities. All promoted employees receive the rights, privileges, benefits and responsibilities attendant to the position to which they are promoted.

### **Demotions**

A demotion may occur at any time if an employee fails to satisfactorily meet performance standards established for his or her current position. Before being demoted, an employee will be informed of specific performance problems through corrective counseling, performance evaluation, and/or performance improvement plans. The employee must be given a clear understanding of the expected performance standards and be given reasonable time to improve his or her performance. Demotions may include a reduction in pay.

Demotions and/or transfers will not be used for disciplinary purposes.

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