**Employee Promotion Policy**

**Policy Brief and Purpose**

The employee promotion policy at [CompanyX] presents the guidelines for advancing and promoting employees for their work. We are keen to invest in our employees and reward those who perform exceptionally. This policy consists of the process that must be followed by the managers while promoting employees. This policy will be communicated to all the employees of the company in order to avoid any kind of confusion about how and when to promote the employees.

**Scope**

[CompanyX]’s policy applies to all the employees who qualify for the promotion. The employees can get a promotion only after completing their [X months] probation period and if they are not placed under the performance improvement plan.

Promotion may move you to the position of higher rank, salary, and responsibilities. Employees are frequently promoted to positions that don’t come with higher managerial authority. Instead, these developments could be in the form of a career or position transition that allows individuals to grow and develop.

Employees may be promoted within the same or different department or branch.

**Policy Elements**

In general, promotions will be based on employee’s performance and workplace conduct. Below are the criteria for promotions:

* Experience and services in the company
* Qualified in a new role.
* Good performance evaluation report in the last [X] review cycles.
* Personal desire and an ambition for a changed and more challenging responsibility.

The factors outlined above are absolutely unbiased from the employee's and company's perspectives because they can all be assessed and verified.

In our company, the managers are never encouraged to promote employees based on their subjective opinion. They should always show documentation supporting their decision.

Considering the above statements, promotion would never be accepted if they are done on the below mentioned factors:

* A subjective evaluation of an employee by the manager, not supported by sufficient documentation such as job evaluation or any other similar report.
* Discrimination of any kind.
* Favoritism
* Bribery by the employee or any other kind of inducements.
* Patronage or influence of any kind, be it direct or indirect.
* Nepotism

To avoid any kind of unaccepted judgements, evaluation managers must keep consistent reports of their evaluation process and should use any marking schemes for scoring employees.

**When Should the Promotions be Brought In?**

Promotions can be done when:

* A vacancy opens unexpectedly and the company wishes to fill it urgently
* An open vacancy has been identified and advertised, internally or externally.
* An employee consistently performs exceptional and the manager recommends him/her for a higher position.
* An employee acquires a relevant credential that allows them to get advanced in their career.

Moreover, our company has an updated career plan for each employee that shows their possible career path. The managers should take this career plan into account when they are looking to promote an employee.

**Standard Promotion**

Our company conducts a performance review exercise every [six months/year]. During this exercise the managers make a proposal of promoting the selected employees for the senior positions or the position that better matches their skills and expertise. If the requirement arises, spontaneous promotions may also occur.

**Process of Standard Promotion**

* Managers should meet the employees working under them to discuss their expectations and career objectives for promotion.
* Identify the vacancies within the company that their team members can fulfill exceptionally. This could be by filling current open vacancies or by developing a new office to improve the company operations.
* Ask for the approval from the [HR/department head/direct supervisors] before making any promise to the employee. Also, the managers should get the guidance from the HR department for the new vacancy’s salaries and the related benefits. Thereafter, they should discuss this with the employees in order to help them make informed decisions.
* Once the promotion vacancies are recognized and eligible employees are identified, a meeting should be conducted with the concerned employees to approve the promotions and gain their acceptance.

Managers should always keep a record of the fair evaluation in support of their decision. These records become crucial when other employees contest the decision, feel discriminated against, or they can even sue the company for such decisions.

**Posting Jobs Internally**

We expect the hiring managers to post the job vacancies internally. Hiring managers should post the job opportunities internally a few days before posting externally, or posting at the same time, both externally and internally. Existing candidates must be given the opportunity prior to the new ones as older ones are familiar with our company and work culture.

If the promotion requires relocation, it should be stated in the job posting. Both internal and external employment decisions are forbidden from discriminating against protected characteristics.

**Process of Internal Job Posting**

- Give equal weight to all applicants, based on their predefined needs.

- Determine whether an internal candidate is qualified for the position.

- Review recent internal candidate performance evaluations.

- If necessary, interview qualified internal applicants.

- Inform candidates whether they have been chosen for advancement. When an employee accepts a job, hiring managers should notify HR and, if necessary, the person's present supervisor.

- Keep track of the application evaluation process and the criteria by which an internal candidate was rejected or employed.

**Career Growth with No Promotion**

Managers might increase employees' duties and influence without officially promoting them. When a salesperson takes over as team leader or a junior coder takes over engineering operations, for example.

Even though there is no legal title change, employees may earn greater pay or allowances for these roles. Benefits are defined by the position and additional responsibilities, and are solely at the discretion of the immediate supervisor.

Managers should have an up-to-date schedule detailing their teams' advancement plans and highlight future career opportunities during performance reviews.

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