# Employee Promotion Policy

## Policy brief & purpose

Our employee promotion policy outlines the guidelines for advancing and promoting employees within our company. We aim to reward performance and support career growth.

## Scope

This policy applies to all eligible employees who have completed the required onboarding period and are not under a performance improvement plan.

## Policy elements

Promotions will be based on merit, performance, skills, and willingness to take on additional responsibilities. The process should be transparent and fair, following the established guidelines.

## Process for standard promotions

Promotions are reviewed periodically or when business needs arise. Managers should discuss career goals with employees, identify promotion opportunities, and follow approval procedures.

## Internal job posting

Internal job openings should be posted to give current employees the opportunity for advancement. Hiring managers are responsible for a fair selection process and communication of decisions.

## Career development outside of promotion

Career development can include expanding an employee's duties or reassigning them to new roles that match their skills and aspirations, which may not necessarily include a formal promotion.

## Disclaimer

This policy is for guideline purposes and may require adaptation to comply with local, state, or federal laws. It is not a legal document and does not assume liability for its use.