SUBJECT: Promotion

Both professional and non-professional staff members are encouraged to prepare for and seek promotion and advancement. However, position openings are to be filled by the best qualified applicant for the position without regard to race, color, religion, gender, age, national origin, disability, marital status, or status as a qualified veteran.

An employee who applies and is selected to a position at a higher skill level than his/her present position will be placed on the new skill level at the employee’s current step.

However, no employee will be placed at a higher step on the new skill level than his/her current step.