

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4213.21

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Promotion

The County Superintendent of Schools encourages the practice of filling vacant positions through the promotional process whenever possible.

Promotion Definition - A promotion is the change of an employee from one job classification to another, with a higher salary range than that of the former job classification. A promotion may occur by a physical change from one position to another position; or, by completing the experience, training or education requirements of a position while “under-filling” the position at a lower classification level. (Example: an account clerk II may apply for and be “promoted” to another position as an account clerk III; or, an account clerk II could be hired to fill an account clerk III position at the account clerk II level until such time as the required experience level is attained. When the required experience was attained **and** the individual is performing at the account clerk III level, a promotion to the account clerk III level would be authorized without physically changing positions.)

Upon appointment to a new position by promotion, the promoted employee shall be on probationary status in the new position for the appropriate time as established for the new position. The anniversary date for step increases shall be established accordingly.

Upon appointment to a new position by promotion, step placement within the salary range of the new position shall be to the step that will provide an approximate five percent (5%) increase over the employee's salary prior to promotion or to the top step of the new position, whichever is less.