

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 408
CLASSIFIED STAFF**

PROMOTION

The Board desires to employ the best qualified person for every classified position and encourages the promotion of personnel who have demonstrated exceptional ability, efficiency, and reliability in District employment. Classified personnel desirous of seeking a promotion shall, when an opening is announced, make written application for the position with the Director of Personnel.

Appointment of personnel to a higher position classification automatically places the employee on a 12-month probationary period as a result of a promotion. If found unsatisfactory in the higher position, the employee may be reinstated in the permanent status in the employees former class if a position is available.

A new anniversary date will be established to the date the promotion is effective. Upon promotion, the employee will receive a pay increase to the next higher step reflecting a pay increase in the new grade.

Adopted: August 29, 1979