

**Section 212.238 Promotion
EMERGENCY**

- a) Definition: A promotion is the appointment by a Director or the Executive Director of an employee to a position in a classification with a higher maximum permissible salary than the former classification. The promotion of an employee by a Director shall be subject to approval of the Executive Director.
- b) Promotions from Within: If an outside applicant and an internal applicant are equally qualified for a position, the employee of the Office may be given preference.
- c) Salary Increases Resulting from Promotion: Upon promotion, the salary of an employee shall be as provided in the Pay Plan.
- d) Failure to Complete Probationary Period:
 - 1) A promoted, previously certified employee who fails to satisfactorily complete the probationary period in the promoted position because of inability to perform the duties and responsibilities of the promoted position shall be returned to a position in the classification from which promoted without the appeal rights specified in Section 212.270 of this Part.
 - 2) A promoted employee who has been previously certified in any position within the Office may be discharged during the probationary period and, in such event, the employee has the same rights to appeal as a certified employee.
 - 3) No probationary employee shall be promoted unless the employee has previously held certified status during his current period of continuous service.