

PROMOTIONS AND TRANSFERS

This policy applies to all non-Washington Management Service employees who are not subject to a collective bargaining agreement.

The Washington School for the Deaf (WSD) recognizes the value, to both the employee and to the organization, of investing in employees' development and in providing opportunities for career growth within the organization. Having a promotional policy and procedure is one tool used in encouraging employee engagement within the organization and is used in conjunction with the Washington School for the Deaf Certification of Names procedure (5000P) and associated WAC 357-16.

Definitions

- **Promotional Candidate:** Any permanent employee who has successfully completed the probationary period or trial service period designated for his/her current classification, and who applies for an agency position with a higher salary range. Promotional candidates must meet the competencies and requirements as stated in the recruitment announcement and the position description form.

Employees who have accepted a project or non-permanent appointment outside of WSD are eligible to compete as promotional candidates. Such candidates will be considered promotional provided that they have met the criteria listed above and are applying for a position with a higher salary range than their last position held at WSD.

- **Transfer:** An employer-initiated move of the employee from one position to another position within or between employers in the same classification or a different classification with the same salary range maximum.

The Board of Trustees directs the Superintendent to establish procedures regarding promotions and transfers.

Legal References: WAC 357-16
WAC 357-19

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