



MANAGEMENT POLICY

POLICY NUMBER:
101.12

SUBJECT:

Promotion

EFFECTIVE DATE:
1/24/2011
REVISED DATE:

- I. Purpose
This policy sets forth the promotion practices for the District.
- II. Scope
The policy provisions apply to all employees of the Rio Verde Fire District.
- III. Policy
Promotional examinations are open to all District employees who meet the minimum qualifications set forth below.
- IV. Procedure
 - A. Eligibility
 1. Employees must meet the minimum qualifications established in the job description
 2. An employee who has been demoted at the employee's request or for cause may not compete in a promotional examination for one hundred eighty (180) days after the effective review date of the demotion.
 3. An employee who is on disciplinary probation may not compete in a promotional exam until the completion of the probationary period.
 - B. Competitive Examination
 1. If only one (1) qualified candidate applies for a promotional opening, the District may, at the direction of the Fire Chief, promote that candidate to the position without competitive examination.
 2. If two (2) or more qualified employees apply for a promotional opening, the District shall require a competitive examination to determine the best qualified candidate.
 - C. Merit Review Date
 1. Upon promotion an employee shall be given a Merit Review date effective at the time of the promotional appointment.