

## **Barstow Cemetery District**

**POLICY TITLE: Employee Promotion**

**POLICY NUMBER: 3112**

### **3112.1**

An employee may be promoted only if the employee has the desirable qualifications for the higher-level position. Desirable qualifications shall be ascertained on the same application, examination, interview, criteria, and evaluation as those for an initial appointment in accordance with the most current Job Description.

### **3112.2**

A promoted employee shall be required to successfully complete a six (6) month probation period. If a promoted employee is unable to perform the required duties of the new higher-level position and has not successfully completed the probation period, the employee may be restored to the position from which he or she was promoted, if the position is available, or be required to successfully complete an additional six (6) month probationary period.