

Article IX.A.3.h. Promotions

A. Statement of Policy

All secretaries and hourly secretaries may apply for promotion to a higher position which is posted as a vacancy. Secretaries and hourly secretaries with six or more months in their current position are eligible to apply for posted positions. Secretaries and hourly secretaries with fewer than six months in their current position may apply for posted positions with approval of their immediate supervisor. Qualifications being equal, seniority (length of continuous and current contract service in the District) will be the determining factor.

A secretary who is promoted to a higher position on the salary schedule will be placed on the step of the lane to which the new position is assigned which comes closest to giving an 8 percent salary increase for the promotion.