

# Employee Promotion Policy Template

## 1. Purpose:

This policy outlines the guidelines and procedures for promoting employees within the company.

## 2. Eligibility:

Employees must meet the following criteria to be eligible for promotion:

- Demonstrated consistent high performance in their current role
- Met all performance goals and objectives
- Completed a minimum of [insert number] months in their current position

## 3. Promotion Process:

- Managers must identify potential candidates for promotion based on performance evaluations and feedback.
- HR will review the candidates and ensure they meet the eligibility criteria.
- A promotion committee will assess the candidates and make a final decision.
- The selected employee will be offered the promotion in writing, outlining the new role, responsibilities, and compensation.

## 4. Communication:

- HR will communicate the promotion decision to the employee and provide support in transitioning to the new role.
- The employee's current manager will work with HR to create a transition plan and ensure a smooth handover of responsibilities.

## 5. Appeals Process:

- Employees who believe they were unfairly passed over for a promotion may appeal the decision through HR.

- The appeal will be reviewed by a separate committee to ensure fairness and transparency in the promotion process.

**6. Compliance:**

- This policy complies with all relevant employment laws and regulations to ensure fair and equal opportunities for all employees.