



E-024

Richmond Heights Memorial Library PROMOTIONS POLICY

Promotions within the Library may only be granted under the following conditions:

- The employee has successfully completed the introductory period (**E-012, Introductory Period**)
- The employee's job evaluations are such that the Library Director feels the employee performs their present job in accordance with the prescribed standards or in accordance with acceptable job standards

Library positions are filled by the standard recruitment process. Internal positions will be advertised for a minimum of five (5) working days. External positions will be advertised for a minimum of ten (10) working days. The Library Director determines whether a position qualifies for internal or external recruitment process.

Adopted by the RHML Library Board of Trustees January 16, 2024