**Section 500.260 Promotions**

a) Definitions: The appointment of an employee, with the approval of the department head and the Department of Personnel to a vacant position in a class in higher salary grade than the former class.

b) Eligibility for Promotion: The Director may approve the promotion of qualified employees who have established eligibility for the appropriate class, in accordance with merit standards set forth in Section 500.210(a).

c) Limitations on Promotions: No provisional, temporary, emergency, or probationary employee shall be promoted unless the employee has previously held certified status during his current period of continuous service.

d) Failure to Complete Probationary Period:

1) A promoted, certified employee who fails to satisfactorily complete the probationary period in the promoted position because of inability to perform the duties and responsibilities of the new promoted position shall be returned to a position in the class, department, and locality and with the status from which promoted.

2) A promoted employee who is demoted during a probationary period shall serve a probationary period of 3 months unless he/she had previously held certified status in the former class in which case the return shall be to certified status.

3) A promoted employee previously certified may be discharged for cause during the probationary period and in such event, the employee has the same rights to appeal as a certified employee.