

Document Number:	HR010
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## 1.0 Policy Owner

Human Resources is responsible for the overall administration and interpretation of this policy. The President of Metro Plastics will make the final approval on any exceptions to this policy.

## 2.0 Purpose

Metro Plastics believes in providing opportunities for its employees to advance within the organization. Promotion opportunities to positions of higher responsibility for existing staff members will be limited only by the individual's ambition, attitude and qualifications in experience, education, and capabilities.

## 3.0 Scope

This policy applies to all Metro Plastics positions at the level of president and below. The hiring manager and human resource (HR) department may elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so and with the approval of the senior management team.

## 4.0 Definitions

Promotion is the movement of an employee to a higher grade level either within the same department or to another department due to a change in duties and not due to a market adjustment in salary.

## 5.0 Eligibility

To be considered for an open position, you must:

1. Have worked for Metro Plastics for at least 6 months and in good standing with attendance, performance.
2. Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
3. Apply to the position by the closing date as stated in the posting.

All internal applicants will receive notice from HR as to whether they will be interviewed for the position. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date

## 6.0 Procedures

1. Promotion Within Same Department
  - a. All new vacant positions are posted internally for five business days and are open to all eligible employees of Metro Plastics.
2. Promotion to Another Department
  - a. All new vacant positions are posted internally for five business days and are open to all eligible employees of Metro Plastics.
  - b. Employees who are interested in a posted position should make that interest known by applying for the position.

## Pay Changes

All changes in pay will be consistent with the guidelines listed in Metro Plastics compensation plan. The salary offered for the new position will be determined primarily based on the employee's qualifications for the new position and internal equity within the department or work group. Employees can choose to accept, or decline offers without repercussions in their current position.