

5235	Employee Transfer and Promotion Policy
Approval Date:	February 2015
Category:	Personnel
Governance Accountability:	Board of Directors, Leadership
Audience:	Employees

Pine Lake Preparatory Board of Directors encourages employees to apply for promotions when positions become available. The Board of Directors also encourages the leadership team to provide professional development opportunities in order to prepare employees for promotion. All vacant positions must be advertised publically (see Hiring Policy), therefore internal candidates will be considered in conjunction with external candidates. As a courtesy to current employees, internal candidates will be guaranteed an interview when applying for all vacant positions at Pine Lake Preparatory.