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not be affected by the Merit Career Plan requirements.

- B. An employee who separates in good standing during a new probationary period, shall be required to serve the remainder of the new probationary period upon re-employment to the same position, subject to these rules. Otherwise, the Director of Education/Superintendent may require the employee to repeat another new probationary period.

**904.503 Reinstatement Immediately After Active Military Service**

A permanent classified employee of Department of Education, who terminates such employment for the sole purpose of entering active duty in the Armed Forces of the United States, shall be entitled to limited military leave for such periods and under such conditions as may from time to time be determined by the Civil Service Commission, and upon termination under honorable conditions of such active duty, be entitled to reinstatement in his previous position or its equivalent, in the step within his former pay, to which such employee would have been entitled but for his military service, provided that such employee makes application for such reinstatement within 90 days after discharge, and provided further that at the time of such application, he shall be on military leave status with the Department of Education consistent with these rules.

**904.504 Voluntary Demotions**

Voluntary demotions may be made when the following conditions are met:

- A. the employee meets the minimum qualification requirements of the position to which he seeks movement, including any assembled examination requirements.
- B. the employee to be demoted is a permanent employee and the movement is from a position in which he last held permanent appointment.

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- C. such demotion shall require the prior approval of the Director of Education/Superintendent and the written consent of the employee.

**904.505      Developmental Promotions (KPP)**

- A. Promotions without competition may be made where at an earlier date, an employee was selected under an announcement (competitive examination) for a position with known promotion potential and the employee is now to be promoted to the higher level position, provided the employee:
  - 1. has completed the probationary period in the position he currently holds.
  - 2. meets the minimum qualifications of the higher grade position including any assembled examination requirements; and
  - 3. meets management's developmental criteria guidelines for advancement to the higher grade position.
- B. Types of KPP:
  - 1. KPP within a class or related class series not to exceed the highest non-supervisory level position within the series.
  - 2. KPP within a class series up to the supervisory position within the series (first line), provided the KPP position is no more than two levels below the supervisory position.  
  
*(NOTE: Organizational charts shall be utilized to determine the position for KPP.)*
- C. To be eligible for promotion without competition when the position is upgraded under these conditions, an employee must continue to perform the same basic functions and his