

贵阳机场假日酒店 & 贵阳机场智选假日酒店
HOLIDAY INN & HOLIDAY INN EXPRESS GUIYANG AIRPORT

Policy & Procedure – Human Resources 人力资源制度和程序	Policy Number 序号:	HRD C002
	Effective Date 生效日期:	October 10, 2023
	Supercedes No. 废止号:	
Promotion 升职	Prepared By 制定人:	DHR Tracy He
	Approved By 批准人:	GM Jane Zhang
	Distribute to 分发给: All Dept. Heads & Hotel Executive 所有的部门负责人及酒店管理層	

Objective 目标:

The Hotel provide opportunities for promotion to employees who have demonstrated above-average work performance, ability, efficiency and conscientiousness to allow them growth and advancement to more responsible and rewarding jobs.

酒店将会给那些工作表现突出、有能力、有效率和工作尽责的员工提供升职的机会，使他们更好的成长和发展，以便委以重任。

Procedure 程序:

- As a policy, the Hotel encourages promotion of qualified employees to attain the following:
- 作为一项政策，酒店将会鼓励对有资格的员工的提升，以达到以下目的：
- 1.To attract and retain better qualified employee;
- 吸引和留住更加有能力的员工；



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- 2.To utilize employee skills, capacities, and training to the fullest;
- 最大限度的利用员工的工作技能和培训能力;
- 3.To provide opportunities for progressive development of employees;
- 提供升职的机会给那些不断进步和发展的员工;
- 4.To maintain a high level of employee performance.
- 保持员工表现的高水平。
- In general, promotions can be made only if there is a vacant regular position or to a newly created one. To fill such a position, promotion of an existing in-house qualified employee is preferred to hire.
- 总的来说, 只有在酒店存在空缺职位或要创建一个新的职位时, 员工才有可能被提升。为了填补这样一个职位, 酒店内部有资格的员工将会成为首选。
- Only employees who have attended at least 50% of the Management Training Program can be considered for promotion to a Management position.PS, Management position refer to hotel band 6 and above positions.
- 员工只有在参加了50%以上管理培训项目后才有可能被提升到一个管理层的岗位。这里指的管理岗位是酒店级别6级及以上的岗位。
- An employee will normally be placed on trial run period for not more than 3 months in a higher rated position to determine his capabilities to assume the functions of that position in regular status. This may be reduced upon satisfactory performance and justification from department head or GM in writing. After probation, if his/her performance in the new position is satisfactory, he/she may be regularized.
- 员工在提升到一个更高的岗位之前会有不超过三个月的见习期, 见习期长短将根据工作表现由部门经理评估经总经理审批后见习期可减短。见习期后, 如果该员工的表现符合新职位的要求, 酒店将会确认其岗位。
- **Basis for Promotion** 升职的基本要求
- All promotions should be based on qualifications and merit.
- 所有员工的升职都要以员工的资格和优点为基础。

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- 1. Only employees who have completed probationary period are eligible for promotion consideration.
- 只有完成试用期的员工才有资格被提升。
- 2. There should be no second promotion within a six months period for any employee.
- 任何员工在提升六个月之内不可以进行第二次提升。
- Qualifications refers to an individual's attributes such as general and specialized experience, education and training, leadership qualities, personality, etc., in relation to the position for which he is being considered.
- 资格取决于个人因素，例如个人的工作经历、教育背景、培训经历、领导能力、人品和性格等决定员工能否得到某一职位的因素。
- Merit pertains to the recognized achievements of the employee including the quality of past work performance, work attitudes, efficiency and adequacy of work output.
- 优点属于认可的员工成绩，包括员工过去的工作表现，工作态度，效率和绩效。
- Attendance and behavior are also taken into account. In some cases, seniority may be considered.
- 出勤和个人行为同样也在考虑范围。某些情况下个人资历也会被考虑进去。
- **Procedure**
- **程序**
- 1. The intended promotion is discussed with the Human Resources Department and the related Department Heads. The evaluation for the concerned staff should be conducted by the related Department Heads.
- 人力资源部和相关部门经理会对将要进行的提升进行商讨，部门经理对要提升的员工进行评估。
- 2. Upon conclusion, the Human Resources Action form is filled and submitted with the Employee Performance Appraisal for necessary approvals / signatures from all related Departments.
- 部门经理填写提升申请表，连同评估表一起提交相关部门批准/签字。
- 3. The General Manager will discuss with Human Resources Leader before making a decision.
- 在决定提升之前总经理和人力资源经领导人再次讨论。



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- 4. In case of approval, the Human Resources Department will issue the copy of approved Human Resources Action form to concerned department and Finance department. The original one will be kept in the employee's individual file in the Human Resources Department. All promotions will be signed by the General Manager.
- 一旦提升批准，人力资源部将已批准的人力资源纪录表发放给相关部门及财务部。原件将保留在人力资源部的员工个人档案中。所有的提升都需要得到总经理的签字。