



## **Transfers and Promotions**

Whenever an opening is created or becomes available, employees may apply for a transfer or promotion if the following requirements are met:

1. Employee must meet the minimum hiring specifications for the position and be in good standing in terms of their overall work record.
2. To be eligible for transfer, the employee must have been in their current position for twelve (12) continuous months unless they wish to transfer within their own department. Exceptions need approval from the division vice president and the Office of Human Resources.
3. Should the employee decide to apply for the new position, they must then advise their immediate supervisor of their interest, in order to be considered for the position.
4. The Office of Human Resources will screen internal candidates the same as they would for any outside applicant.
5. If the employee is qualified, the Office of Human Resources will advise the hiring supervisor of the employee's interest in being considered for the position.
6. The supervisor will then interview all qualified internal candidates. The final decision as to who is the best candidate for the position will be made by the supervisor in conjunction with the Office of Human Resources.
7. If an employee from within the university is chosen, it is agreed that the employee may not make the transfer until someone is found to replace him/her (a maximum of three [3] weeks).
8. If a transfer is made within the same job category, there will be no change in salary.

If an employee wishes to transfer to a job category in which the salary is higher than the employee is currently earning, and the employee is transferred, it will be considered a promotion. Any salary increase due to promotion during the year will be submitted to the Director of Human Resources for review at the time of the promotion for approval.

If an employee wishes to transfer to a job category in which the salary is less than the employee is currently earning and the employee is transferred, the employee's salary will be decreased accordingly.

Whenever possible, the university will promote from within. Transfers and promotions may occur without outside solicitation with approval of the division vice president and the Office of Human Resources.

Normally, employees who are promoted or transferred will have benefits and service credit carried over from their previous position. Part-time service does not transfer.

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