

**NUMBER:** B-5

**TITLE:** TRANSFERS AND PROMOTIONS

**POLICY:** SNU desires to fill all vacancies with the best qualified persons available. Where possible, we will provide workers with opportunities to advance into higher level positions. Further, this allows us to make the most productive use of our human resources. We will attempt to fill vacancies by promotion if possible. Qualified applicants from outside the University will also be considered.

**PROCEDURE:**

1. ELIGIBILITY

The ability to transfer is based on the following requirements:

- A. The employee must remain in a department for a minimum of six months
- B. The employee must make known an interest in transferring by contacting the Human Resources Department.
- C. The employee must meet the basic qualifications for the desired position as outlined in the job description.
- D. The employee is considered on the basis of past performance, job knowledge, experience, and physical ability as related to the job specifications.
- E. If an employee is selected for employment in another department, a period of time, usually not to exceed two (2) weeks, shall be allowed for the sending department to hire a suitable replacement for the vacated position. The Human Resources Department shall meet with the affected managers to establish a mutually agreeable date for the transfer to take place.

2. DEFINITIONS

- A. Promotion: a change of job classification that involves the assumption of greater responsibility and authority with commensurate salary increase.
- B. Demotion: a change of job classification that involves a lesser degree of responsibility and authority with commensurate salary reduction.
- C. Lateral: a change in job classification that does not involve a change in the degree of responsibility and authority with no change in salary range.
- D. Transfer: a job change from one position to another. A transfer may be lateral, promotional or demotional. SNU may at any time transfer employees from one position to another or from one department to another as the demands of the University indicate. Such transfers

shall be discussed with the employee prior to implementation and every effort made to thoroughly explain the effect and justification of such action.

3. COMPENSATION

No employee shall be transferred, promoted, or demoted from one job classification to another without appropriate change in salary as indicated by the pay range for that particular job classification.

(Exceptions may only be approved by the President of the University.)

When an employee is promoted to a classification in a higher pay range, the employee's salary must be adjusted. Lateral transfers may be made without a salary adjustment. Reduction in salary may be made due to transfers into position in lower pay ranges.

4. RESPONSIBILITY

ACTION

Human Resources

1. Identify and communicate to employees possible lines of progression within the University. An attempt will be made to notify everyone on campus who has expressed interest in transferring and who would qualify for the vacant position.
2. Post all vacancies on the Human Resources Department website for at least three business days.
3. Forward a resume of those having the basic qualifications along with other applications to the department with the vacancy.
4. Review the job to insure compliance with the dollar amount, department notification, etc.
5. Notify all unsuccessful candidates.
6. Maintain an in-house file on applicants for specific job classifications for future references. This information will be kept with utmost discretion and in a confidential manner.
7. Participate in all promotions, transfers, and demotions. If such a promotion is within the same department, it is still the manager's responsibility to notify the Human Resources Department and properly communicate promotional opportunities within their respective department.

Employee

1. Notify Human Resources of the desire to relocate on campus.
2. When notified of a possible transfer situation give permission to forward a resume.

Department with Vacancy

1. Get approval from the administrative officer to fill the vacancy.
2. Notify the Human Resources Department of the vacancy in advance to allow for posting and selection procedure and possible chain of vacancies.
3. Transfer action will not be taken or discussed with employees until such action has been reviewed by the manager with the vacancy and the Human Resources Director. No commitment to the employee shall be made on promotions, transfers, or demotions prior to approval.
4. After conferring with the Human Resources Director, inform the employee of the action.

Employee's current department

1. If an employee is being transferred out of the department, the manager must get approval from their administrative officer before a search will begin to fill that position.