

TWU HUMAN RESOURCES OPERATING POLICY50.05

SUBJECT: Staff Employee Promotions, Transfers and Demotions

DATE PASSED: January 8, 1998

DATE REVIEWED: December 1, 2003

REVIEW NEXT BY: December, 2008

PURPOSE:

The purpose of this Texas Woman's University operating Policy and Procedure (OP) is to define the criteria requirements for the promotion, transfer and demotion of staff employees.

POLICY/PROCEDURE:

All promotions or transfers to positions in the Classified and the Professional Administrative Personnel Groups are on the basis of qualifications and suitability without regard to race, color, religion, sex, sexual orientation, age, national origin, mental or physical disability, or veteran status, and in keeping with the laws of the State of Texas. It is the policy of the University to fill a job vacancy with the best-suited candidate either by promoting or transferring an employee or by hiring from outside the University.

Promotion:

A promotion is the change of an employee from a position of one title to a position of another title assigned to a higher pay grade.

An administrator may promote a qualified employee to a vacant position within his/her area of responsibility at any time if the qualified employee possesses the only skills and competencies for the vacant position. Otherwise job posting requirements would apply. Whenever possible, such change in work assignment is made with due consideration of the employee's preference.

Transfer:

A transfer is a change of an employee from one position to another position assigned to the same pay grade.

An Employment Opportunities Bulletin listing current vacancies is posted daily in the Office of Human Resources (OHR) and on the Human Resources' web site. Any employee who wishes to apply for one of the vacancies may do so by completing an up-to-date Application for Transfer with the Office of Human Resources.

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To be eligible to make application for a transfer, the employee must have been employed in her or his present position for at least six months. However, with the approval of the OHR and the current supervisor, a transfer may occur within the first six months of employment. The employee seeking a transfer should inform her or his supervisor of the desire to change positions. Expressing interest for consideration for a transfer to a vacancy in another department will not affect an employee's present or future opportunities.

Before an employee may be considered for another position, she or he must meet the minimum job requirements and meet the standard performance evaluation level as defined by the supervisor and reviewable by the OHR, for the vacant position.

The effective date of a transfer will be determined after consultation with the two departments involved. A two-week notice is usually requested unless the employee's supervisor agrees to a shorter period. All transfers are contingent upon the approval of the appropriate Vice President and the availability of funds. Any salary increases related to the transfer are generally not retroactive beyond the month in which it is processed by the OHR and approved by the appropriate department head.

Demotion:

A demotion is the change of an employee from a position in one pay grade to a position assigned to a lower pay grade.

An administrator may demote an employee or reassign him/her to a position where he/she will be able to meet performance requirement, to apply disciplinary action for misconduct, or for other reason. An employee may request a demotion to start training in another occupation, to continue employment when a Reduction in Force (RIF) is imminent or for other reasons.

Upon demotions or downward reclassification of an employee's current position, an employee's salary will normally be placed at the same percent above the base of the pay range in the newly assigned pay grade as in the previous pay grade, if applicable. The new pay rate is determined by consideration of the circumstances related to the demotion, the employee's employment record, and job performance.

Additional information is located on the TWU HR Compensation web page.

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Approval of the divisional Vice President and the Associate Vice President of Human Resources is required prior to demoting an employee.

APPROVALS:

Associate Vice President of Human Resources
Vice President of Finance and Administrations