

PROMOTION, DEMOTION, AND TRANSFER OF STAFF

Approved by University Council December 6, 2000

Last review December, 2011

1.0 PURPOSE

1.1 This policy outlines the policy regarding the promotion, demotion and lateral transfer of staff employees, in keeping with fair employment practices.

2.0 DEFINITIONS

2.1 Promotion: A promotion is a change for an individual (as opposed to a position) in duty assignments and title to another in a higher pay grade, which involves significantly higher level of responsibility and requires higher qualifications.

2.2 Demotion: A demotion is a change in duty assignment from a position in one classification to a position in another classification in a lower pay grade, which involves a lower level of responsibility or requires lower qualifications.

2.3 Lateral Transfer: A lateral transfer is considered to be a move to another position with the same classification level (pay grade) and salary range. There is no change of compensation associated with this change.

3.0 POLICY PROVISIONS

3.1 Staff employees must successfully complete their probationary period to be eligible to apply for promotion or transfer to other positions within the university. The Executive Director of Human Resources and Affirmative Action ("Executive Director") may grant exceptions to this provision on a case by case basis.

3.2 Staff employees shall be evaluated for promotion or transfer based on the ability to perform the duties established for the individual position to which they are applying. The duties of the position as described in the position description under which the position is classified shall be used in determining the candidates that possess the basic minimum qualifications for the position.

3.3 In the event an employee is being considered for promotion or transfer to a position in a different component of the university, the hiring supervisor will coordinate the promotion or transfer through the Office of Human Resources prior to making a firm commitment to the employee.

3.4 In the event an employee is promoted or transferred to a different component of the university, any compensatory time balance must be cleared before the effective date of the promotion or transfer, in accordance with University of Houston System Administrative Memorandum on Overtime (**SAM 02.B.02**) unless the receiving department agrees in writing to accept liability.

3.5 Employees accepting such promotions or transfers are expected to give their present supervisor at least two weeks' notice.

3.6 A supervisor may request a demotion and/or salary reduction for disciplinary reasons when work performance does not meet pre-established standards. A demotion and/or salary reduction for disciplinary reasons can happen only after personal conferences have been held, and written reprimands have been issued. There must be extenuating circumstances. Approval by the appropriate Vice President and the Executive Director is required.

3.7 The University of Houston Clear Lake ("UHCL") is committed to equal opportunity and affirmative action in all employment practices, including promotion and transfer of staff.

4.0 GUIDELINES

4.1 If an employee is promoted to a position in a higher pay grade, he/she may be offered the minimum of the new pay grade or an increase commensurate with education and experience related to the new position. The Executive Director must approve all promotional pay increases prior to the salary increase being communicated to the employee.

4.2 If an employee transfers laterally to a position in the same pay grade, the salary rate will not change. The Executive Director may approve exceptions to the no rate change rule if the duties of the new job or other work related factors justify a higher salary within the salary range of the pay plan. The new salary must be equitable with that of other comparable positions within the university.

4.3 If an employee transfers to a position in a lower pay grade, such a change may involve a decrease in compensation. Each recommendation to transfer an employee to a lower pay grade, regardless of recommended salary, shall be submitted by memorandum through administrative channels to the Executive Director. Such approval must be obtained prior to commitment to the employee involved or preparation of any budget or personnel documents.

4.4 Interest in an employee by another department or component shall not be considered as justification for granting the employee a salary increase or a change in classification of the present position.