Change in Status of Current Employee - P&S

Effective: Moved to Policy Library from P&S Handbook 3.4
Contact: Classification and Compensation Office

Introduction

During employment, the status of a Professional and Scientific (P&S) employee may change through promotion, transfer, or demotion.

Policy Statement

Promotion

Promotion is defined as a change in status to a higher salary grade. It may be attained by reclassification of an employee's current position or by an employee moving to a vacant position at a higher salary grade.

A promotion, whether continuous or acting, is ordinarily accompanied by a required salary increase of at least five percent, unless the individual's current salary is such that an increase would result in a salary that would be inequitable in relation to the salaries of other university employees in the same classification. Salary adjustments above five percent, which would result in a salary above the first third of the new pay grade, require prior concurrence of the University Human Resources staff. Appeals may be made to the Office of the Senior Vice President and Provost.

Transfer

Transfer is defined as a change from one position to another at the same pay grade level. The individual accepting the transfer will ordinarily do so at his/her current salary or at a salary within the first third of the pay grade unless sufficient funds are not available in the unit to which the transfer is to be made. Salary adjustment for transferees may be made for the purpose of maintaining salary equity or to recognize significant changes in position responsibility.

Demotion

Demotion is defined as a change in status to a lower salary grade level. Demotion may be voluntary, involuntary, or as a result of reclassification of a position. Standards and procedures used for involuntary demotion are outlined in the university's policies concerning performance appraisal and dismissal. Salary adjustments associated with demotions require review and approval by University Human Resources.

If an employee changes positions (appointed through promotion, transfer, or demotion) outside the original departmental unit, the employee will be considered a new employee with respect to the university's policies concerning performance appraisal and dismissal.

Resources

- Classification and Compensation Office