

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.405 Promotion, Transfer or Demotion	

Policy Statement.

The University of North Texas Health Science Center at Fort Worth encourages the policy of open promotion, transfer and demotion of individuals to staff positions on the basis of qualifications and suitability without regard to race, color, religion, sex, national origin, age, disability, or veteran status, and in keeping with federal and state employment laws and regulations and the regulations of the health science center. It is the policy of the health science center to fill staff positions with the best qualified and best suited candidate either by promoting, transferring or demoting an employee or by hiring from outside the health science center.

Application of Policy.

Regular Staff

Definitions.

1. Promotion: Refers to the permanent movement of an employee from a position in one classification (title) to another classification having more complex duties and/or responsibilities and salary range with a higher minimum and maximum.
2. Transfer: Refers to the permanent lateral change of an employee from one position to another position of the same classification (title) in another department or a different work unit within the same department. A transfer involves no substantial change of duties, responsibilities, or qualifications.
3. Demotion: Refers to the permanent movement of an employee from a position in one classification (title) to another classification having less complex duties and/or responsibilities and a salary range with a lower minimum and maximum.

Procedures and Responsibilities.

Procedure / Duty

1. Promotion and Transfer Opportunities Program:

- a.) The purpose of the Promotion and Transfer Opportunities Program is to enhance the career advancement opportunities of staff members by providing each staff member the opportunity to apply and receive consideration for promotion or transfer.

A notice of all jobs available (Employment Opportunities Bulletin) will be posted weekly on departmental bulletin boards. A staff member who wishes to apply for one of

Responsible Party

Staff/ Human Resource Services

these vacant positions must do so through Human Resource Services.

- b.) All staff position vacancies must be listed with Human Resource Services as outlined in the Staff Employment Policy.
- c.) Staff members may make application and be considered for a promotion or transfer if they: meet the minimum qualifications for the job; have been employed in his/her current position for a minimum period of six (6) consecutive months; and have a satisfactory record of performance.

The six (6) month requirement may be waived if the position for which the staff member wishes to apply is within the same department and the department head approves the request. If the position for which the staff member wishes to apply is outside the department, the staff member must secure written permission from both the current first-line supervisor and the current department head in order to proceed with the promotion or transfer request, and such written permission must be attached to the Promotion and Transfer Application before a referral can be issued by Human Resource Services.

- d.) A staff member's expressed interest in a position will not jeopardize his/her current position or future opportunities.
- e.) A staff member who makes application for a promotion or transfer may be required to take pre-employment tests when applicable.
- f.) A staff member must have the approval of his/her present supervisor if he/she schedules appointments, interviews, etc. during regular work hours. Such rescheduling should be at a time when it will cause the least disruption of work in his/her present position and may be limited to a reasonable number of interviews by his/her supervisor. A supervisor may not limit the number of interviews scheduled outside of the regular work schedule of the staff member.
- g.) The effective date of a promotion or transfer will be determined jointly by the two departments involved. Normal notice is two weeks.

- 2. **Demotions:** A department official may demote or reassign a staff member to a position where he/she will be able to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. A staff member may request a demotion to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons. Department official/Staff member

- 3. **Pay Rate Adjustment Upon Promotion, Transfer, or Demotion:** Department official/Human Resource Services
 - a.) Promotion: When a staff member is promoted to a position of increased responsibility or complexity of duties requiring a change of title and having a higher salary range, he/she will receive a salary adjustment either to the entry level of the salary range of the new position or to a salary rate which is at least three percent above the staff member's salary before promotion.

If funds are available, the hiring department may request hiring above the salary rate of the established pay grade. The request will be considered by the appropriate Vice President.

 - b.) Transfer: In order to discourage indiscriminate transfers, job hopping, and unfair competition between departments, a staff member who transfers laterally to another position having the same or a different title, and the same salary range, is not eligible for salary increase.

 - c.) Demotion: Upon demotion or downward reclassification of a staff member's current position, a staff member's salary may remain unchanged, if within the salary range of the new position, or may be adjusted to an appropriate level within the new salary range as agreed upon by the department official concerned (chairman or director) and Human Resource Services, and subject to the approval of the appropriate Vice President or the President. The new pay rate shall be determined by consideration of the circumstances related to the demotion, the employee's employment record, and job performance.

- 4. **Promotion, Transfer or Demotion Authority:** Human Resources is responsible for ensuring that the Promotion, Transfer, or Demotion Policy is uniformly and equitably administered. All promotions, transfers, or demotions must have the prior approval of Human Human Resource Services

Resource Services, prior to any commitment being made and prior to the effective date of the proposed change of status. This approval is required for review of the nomination, availability of funds, and compliance with health science center policies.

5. **Temporary Assignments:** Assuming other duties for a temporary period of time does not constitute a promotion and would not necessarily entitle the employee to additional compensation. However, individuals placed in an acting status may be entitled to a temporary salary increase upon approval by the President. President

References and Cross-references.

None

Forms and Tools.

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: