

## **PROMOTION, RECLASSIFICATION, TRANSFER**

Life University is committed to the development of its employees and makes every effort to fill vacant positions with qualified employees. Employees are encouraged to explore vacant positions and career opportunities both within and outside of their current department. Interest in or submitting an application for a position vacancy will not affect employees' current position or status. Promotions, reclassifications and transfers are based upon your knowledge, training, skills and demonstrated ability.

### **Promotion**

The policy is based on the recognition that in the course of meeting institutional objectives, the duties and functions of an employee may change in complexity and responsibility. Promotions therefore, are based on status changes that involve increasing responsibility levels. Promotion to a higher position is not a matter of personal right and promotions shall be made for the good of the University.

It is the University's goal to ensure maximum opportunity for promotion from within, consistent with the commitment to institutional needs and institutional excellence, affirmative action, and equal opportunity.

### **Eligibility**

For the purpose of this policy statement, a promotion is defined as advancement to a different position which has increased responsibilities, increased challenges and adjustment to a higher grade and salary level. An employee may be promoted either within the same department or through moving to another department, provided he/she has not received any disciplinary action in the previous 12 months. Life encourages promotion from within where it is determined to be in the interest of the University to do so. Individuals may apply for or be promoted after 90 days of consecutive service in their current position provided he/she has not received any disciplinary action..

### **Guidelines**

1. All vacancies created by an internal promotion must be posted for a minimum of five (3) business days on Life University website and filled in accordance with prescribed procedures in the Recruitment and Selection Guide.
2. All newly created positions and those positions requiring a salary upgrade must be posted for a minimum of five (3) business days on the Life University website.
3. It is recognized that a promotion may occur through the following ways:
  - (a) A reclassification of the individual's existing position as a result of the individual performing duties at a higher degree of responsibility and complexity than the current classification calls for. This requires an analysis of the position through the job evaluation process. Contact Human Resources for details.
  - (b) The filling of an existing higher level vacancy by a promotable individual at a lower classification. Both processes must include a current job description and a new job description of the individual being

promoted. Accordingly, it is University expectation to provide internal employment to qualified candidates through intradepartmental and interdepartmental promotion whenever possible. The criteria used when considering employees' qualifications for promotion must be fair and unbiased, and all university employment policy requirements must be fully met and documented. Employees are to be considered for promotion regardless of age, sex, race, color, national origin or physical impairment. All qualified employees must be considered.

### **Reclassification**

A reclassification request should be submitted when:

1. Substantive changes in the duties and responsibilities of individual positions occur due to changes in organization, work, staffing requirements, or technology.
2. A classification to which a position is assigned is no longer in alignment with the original job description.

### **Eligibility**

An employee may be considered for reclassification, provided he/she has not received any disciplinary action in the previous 12 months. The employee must have been performing the "revised" duties for at least (6) months prior to submitting a reclassification request.

### **Guidelines**

To request that a position be reclassified, a position analysis will be conducted by Human Resources.

1. A position questionnaire should be completed by the employee in the position or by the supervisor. Once the review is complete Human Resources will notify the supervisor of the status of the reclassification.
2. If a reclassification is warranted, a new job description should be created by the supervisor and Human Resources. Human Resources has final approval on the job description.
3. The final step in the process is for the hiring supervisor to obtain Finance budget approval for the position reclassification if the reclassification results in the position moving to a higher grade level and salary.

A position change due to reclassification is not required to be posted if the current employee will remain in the role. Otherwise, the reclassified position should be posted for all internal qualified candidates to see and apply.

## **Transfer**

Upon completion of 90 days of consecutive service and a satisfactory performance assessment, employees are eligible for transfer. The employee is responsible for notifying his/her current supervisor of the intent to transfer. To be considered for a transfer, employees should go to the Employment Opportunities on the Life website and apply online. In addition the employee should upload an approved transfer request form.

An employee selected for a position through the internal placement process may be retained in his/her former position until a replacement is obtained or satisfactory arrangements are made with his/her present department. The releasing manager and hiring manger must negotiate the transfer date. A reasonable period of time is typically two weeks for non-exempt positions and four weeks for exempt positions.

Employees who have been subject to recent (within the last 12 months) corrective action by the University may not apply for open positions or request a transfer without the approval of their supervisors and Human Resources.

The rules of good business practice shall apply in all matters of transfer as are outlined for promotion. No offer of employment can be made by a hiring manager or one department to an employee of another department without approval of Human Resources and knowledge of the current supervisor.