

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.14

AREA: General

SUBJECT: Promotion and Transfer of Staff

1. PURPOSE

This document outlines the policy regarding the promotion, lateral transfer, and demotion of employees within each component of the University of Houston System, in keeping with fair employment practices.

2. POLICY

The System is committed to equal opportunity and affirmative action in all employment practices, including promotion and transfer of staff. The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

3. DEFINITIONS

- 3.1. 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. Such a demotion may involve a decrease in compensation.
- 3.2. 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 pay associated with a lateral transfer.
- 3.3. Promotion: The movement of an employee from one pay grade to a higher pay grade as a result of a change in duty assignments and title, and may involve higher level of responsibility and qualifications. It may involve an increase in compensation.

4. POLICY PROVISIONS

- 4.1. Staff employees must successfully complete their probationary period to be eligible to apply for promotion or transfer to other positions within their own department or other departments. Exceptions to this provision must be granted by both the department head or designee of the employee's current department and the employing department on a case-by-case basis.
- 4.2. In the event an employee is being considered for promotion or transfer to a position in a different department, the hiring supervisor will consult with the present employer and coordinate the promotion or transfer through the component university human resources department prior to making a firm commitment to the employee.
- 4.3. In the event an employee is promoted or transferred to a different department, any compensatory time balance must be cleared before the effective date of the promotion or transfer, in accordance with the [System Administrative Memorandum 02.B.02 - Overtime and Compensatory Time](#) unless the receiving department agrees in writing to accept the liability.
- 4.4. Employees accepting such promotions or transfers are expected to give their present employer at least two weeks' notice of their intention to transfer.

5. Salary Administration Guidelines

- 5.1. If an employee is promoted to a position in a higher pay grade, the employee's current salary, past salary increases, position in rate range, and relationship to other internal personnel will be considered in determining the appropriate promotional increase. The component university human resources department must approve all promotional increases prior to the salary increase being communicated to the employee.
- 5.2. If an employee transfers laterally to a position within the same component university, the salary rate will not change. Exceptions to the no rate change rule may be made by the component university chief human resources officer or designee if the duties of the new job or other work-related factors justify a higher salary within the salary range of the compensation plan. The new salary must be equitable with that of other comparable positions within the department and the campus.
- 5.3. 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 component university chief human resources officer or designee for approval. Such approval

must be obtained prior to commitment to the employee involved or preparation of any budget or personnel documents.

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

6. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before September 1

7. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: June 14, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	11/04/1994	Initial edition
2	05/23/2000	Applied revised SAM template to meet current documentation standards. Reordered definitions in Section 3, and removed "level" from each definition. Changed responsible party from Vice Chancellor for Administration and Finance to Assistant Vice Chancellor for Human Resources. Added Section 8, Indexing Terms
3	05/31/2006	Applied revised SAM template to meet current documentation standards. Changed review period from odd numbered years on or before August 31 st to every three years on or before August 31 st . Added Vice Chancellor for Administration and Finance to approval process in Section 7

Revision Number	Approval Date	Description of Changes
4	12/01/2010	Removed documentation of job performance by annual appraisal from Section 4.1, and changed approval to department head or designee and employing department. Changed Sections 4.3, 5.1, and 5.2 to the component university human resources department. Added link to SAM 02.B.02 in Section 4.4. Changed responsible party from Assistant Vice Chancellor for Human Resources to Associate Vice Chancellor for Finance. Changed review period from every three years on or before August 31 st to every five years on or before September 1 st . Removed Section 8, Indexing Terms
5	06/14/2016	Applied revised SAM template and added new SAM Revision Log. Added GENDA/Title IX Statement to Section 2 per U. S. Department of Education's Office of Civil Rights' requirements. Revised definition for promotion in Section 3.3. Removed Section 4.2. Removed "director of" the component university chief human resources officer in Section 5.3. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources