

**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.

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

4. POLICY PROVISIONS

- 4.1. Staff employees who have a history of satisfactory performance, as documented by annual appraisal of job performance in the employee's personnel file, and who have successfully completed their probationary period are eligible to apply for promotion or transfer to other positions within their own department or other departments. Exceptions to this provision may be granted by the chief executive officer or the designated official of the employing component on a case-by-case basis.

- 4.2. 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.
 - 4.3. 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 Human Resources Department prior to making a firm commitment to the employee.
 - 4.4. 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 unless the receiving department agrees in writing to accept the liability.
 - 4.5. 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. Human Resources 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, the salary rate will not change. Exceptions to the no rate change rule may be made by the Director of the Human Resources Department 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 Director of the Human Resources Department 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 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: Assistant Vice Chancellor for Human Resources

Review: Every three years on or before August 31

7. APPROVAL

Approved: John Rudley
Vice Chancellor for Administration and Finance

Jay Gogue
Chancellor

Effective Date: May 31, 2006

8. INDEXING TERMS

Demotion
Lateral Transfer
Promotion