



Angelo State University
Operating Policy and Procedure

OP 52.54: Employee Transfers

DATE: November 8, 2017

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish the university's policy and procedures regarding employee transfer, promotion, or demotion.

REVIEW: This OP will be reviewed in October every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by November 15 of the same year.

POLICY/PROCEDURE

Angelo State University requires that transfers, promotions, and demotions of employees be based on qualifications, performance, and suitability of the employee without regard to sex (including pregnancy), race, color, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics, and in keeping with Federal and State employment laws and regulations and the regulations of the university. It is the policy of the university to fill positions with the best qualified and best suited candidates either by transferring an existing employee or by hiring from outside of the university.

It is within the scope of the university to utilize a transfer to mitigate the impact of layoff scenarios.

1. Definitions

a. Transfer

The movement of an employee either within or between departments. Transfers can be either voluntary or involuntary and include lateral transfers, promotions, and demotions.

b. Lateral Transfer

The movement of an employee from one position to another position both of which are assigned to the same pay range and/or have equivalent titles requiring the same education, experience, and responsibility. No increase in pay is awarded at the time of transfer.

c. Promotion

The movement of an employee from one position to another position having a higher

pay range and/or a title recognized to be more senior and requiring more education, experience, and responsibility. A promotion may be, but is not required to be, accompanied by an increase in pay.

d. Demotion

The movement of an employee from one position to another position having a lower pay range and/or title recognized to be less senior and requiring less education, experience, and responsibility. This action may or may not include a decrease in pay.

(1) Voluntary Demotion

An existing employee may request a demotion to start training in another occupation, to explore other career opportunities, or for other similar reasons.

(2) Involuntary Demotion

Demotions that result from disciplinary action. Refer to OP 52.10 Discipline and Dismissal for further information.

An employee selected for another position in a lower salary group as a result of applying for the position may not receive a salary rate that exceeds the maximum rate of the lower salary group.

2. Eligibility

- a. Employees must meet the minimum qualifications of the open position for which they are being considered or they are applying for.
- b. Internal candidates must have a satisfactory record of employment
- c. The relinquishing manager and receiving manager are encouraged to confer with one another regarding the skills and qualifications of the potential transferee in order for the receiving manager to determine whether the transferee meets the eligibility requirements listed above.

3. Administrative Authority

Certain business events require the university to be fluid and reactive in order to proceed in a manner that is in the best interest of the organization and the employees within it. Transfers allow an organization to maintain internal talent and maneuver these individuals into appropriate positions given the unforeseeable circumstances associated with events that impact employment.

- a. In the event of reorganization, merger, layoff or other employment event, university administration has the authority to forego the posting requirements outlined in OP 52.21 Job Postings, Advertising, and Recruitment.

This authority is derived from the Texas Government Code 656.001 and 656.026.

- b. Transfers in response to these types of events will require approval of the vice presidents and/or the president in order to move an employee within or between departments and positions. These decisions will be made in conjunction with the director of human resources and in coordination with the managers or supervisors affected by the transfer.

4. Lateral Transfer and Promotion

Lateral transfers and promotions are meant to enhance the career advancement opportunities of existing employees by providing opportunities to apply and/or receive consideration for promotion or transfer.

- a. Unless otherwise determined by the president and/or vice presidents, notices for open positions will be posted in accordance with OP 52.21.
- b. In order to meet the strategic demands of Angelo State University and at the discretion of the president, vice presidents, and the director of human resources, not all open positions will be posted in accordance with OP 52.21.
- c. An employee who expresses interest in another position will not jeopardize his or her current position or future opportunities.
- d. An employee must have the approval of his or her present supervisor if he or she schedules appointments, interviews, etc., during normal work hours. Such scheduling should be at a time when it will cause the least disruption of work in their present position and may be limited to a reasonable number of interviews by his or her supervisor.
- e. A supervisor may not limit the number of interviews scheduled outside of the regular work hours of the employee.
- f. The effective date of a promotion or lateral transfer will follow the guidelines outlined in OP 52.05 Beginning and Ending Dates of Employment. Effective dates for transfers involving hourly (non-exempt) staff employees should be either the 1st or 16th of the month. When possible, the effective date for transfers involving salaried (exempt) staff employees should be the 1st of the month.
- g. Per State law, an employee whose salary prior to promotion exceeds the maximum rate of the employee's assigned salary group may not receive more than the maximum rate of the new salary group.
- h. When a transfer occurs, the employee's accrued vacation and sick leave balance are transferred to the new organizational unit. Compensatory leave may be taken prior to the transfer, paid by the existing department, or transferred to the accepting department.

5. Procedure

- a. Employees interested in positions that would result in a lateral transfer, promotion, or demotion must apply for the open position in accordance with the university's application process except for when the transfer is in response to the scenarios outlined in section 3 of this policy.

[Minor revision: November 8, 2017]

- b. When an existing employee has been chosen for another position, an electronic Personnel Action Form (ePAF) must be completed by the hiring manager and approved by the Office of Human Resources.