Subject: **TRANSFER OF STAFF EMPLOYEES**

I. PURPOSE

To outline the university's policy regarding transfer of permanent staff employees.

II. REFERENCES

- Policy and Procedures No. 2-2, Staff Employment Policy
- Policy and Procedures No. 2-6, Equal Opportunity and Nondiscrimination Employment
- Policy and Procedures No. 2-59, Staff Compensation

III. DEFINITIONS

A. Transfer - Reassignment of a staff member from one employing unit to another employing unit with a different payroll reporting identification. Promotions or demotions may occur simultaneously with transfers.

B. Promotion - Change in status resulting from transfer to a position assigned a higher salary grade.

C. Lateral transfer - Change to a position having the same salary grade.

D. Demotion - Change in status resulting from transfer to a position assigned a lower salary grade.

IV. POLICY

A. Normally a transfer between employing units results in the staff member reporting to work in the receiving unit the first work day following the separation date from the releasing unit.

B. Salary Rates:

   1. If a staff member transfers to a position having the same salary grade, the salary shall not be increased as a result of the transfer.

   2. If the transfer is to a position classified at a higher salary grade, the promotion policies apply.

   3. If the transfer is to a position classified at a lower salary grade, the demotion policies apply.

C. When a staff member transfers from one employment unit to another, all unused sick and vacation leave shall be transferred with the employee and shall be the responsibility of the receiving unit.
D. Transfers are not permitted until a new staff member has successfully completed the probationary period of employment, unless recommended by his/her current supervisor.

E. Offers of employment for all permanent positions are to be coordinated through Human Resources for approval before an actual offer is made.

Approved: Board of Trustees 9/14/98

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