

Policy 2-7 Rev. 5
Date: September 14, 1998

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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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OUTDATED