



# University of North Alabama

## Staff Handbook

### Job Changes

A university employee may move from one job to another through promotion (temporary or indefinite), transfer (temporary, indefinite, lateral, or other voluntary), reassignment, detail, or demotion. If an employee is moving from one department to another, the two cost center heads/supervisors should agree on a mutually beneficial start date for the employee's new assignment/appointment. All moves from one job to another within the section or department, or from one department to another, must be approved by the appropriate Executive Council member and reported to the Office of Human Resources.

**Promotion:** The University is committed to fostering the growth and development of its employees. One method of achieving this objective is through internal promotions. As such, hiring departments may choose to post positions as Promotional Opportunities only. A promotional opportunity must be posted for at least seven days, and its applicants are limited to those employees classified as full- or part-time, regular employees only. An employee may also apply for any university job posting.

The University's selection process is competitive in nature. Appointments and promotions to university positions are made solely on the basis of the applicant's skills, abilities, and knowledge in relation to the requirements of the job. When there are two or more equally qualified applicants for the same promotion, the employee's length of service is considered; however, length of service is not the major determining factor.

While employees are encouraged to compete for a position which results in a higher grade or a different opportunity, there is no restriction on an employee applying for a position in the same or lower grade.

**Temporary Promotion:** A vacancy created by an incumbent's absence for any reason that allows for their return at a later date may be filled by an employee promoted for a temporary period. A position may be filled with a temporary promotion before or during the recruiting and hiring of a full-time employee.

Temporary promotions of short durations may be made without competition but will be made based on qualifications and availability. At the end of the term of temporary promotion, the employee will return to their regular position. If the temporary promotion resulted in higher pay, the employee's pay will be reverted to the former pay rate as well.

Temporary promotions for an extended period should be competitive and posted as a job posting in the Online Employment System. Temporary promotions are not to be used for the purpose of training an employee in a higher-grade position.

**Lateral Transfer:** An employee may be laterally transferred (i.e., transferred into another department without an upward change in grade and/or classification) under conditions which are mutually beneficial to the University and to the employee involved, or at the convenience of the University. A transfer may be to a position of the same grade or lower grade. However, an employee is not transferred without competition to a position that offers a better promotional opportunity.

Transfers to solve performance or conduct problems are not a general practice; but, in selected situations, such moves may be made.

**Reassignment:** An employee may be changed, at the convenience of the University, from one position to another without promotion or demotion. Normally, however, reassessments are within the same section or department. The provisional period does not apply to reassessments of this nature. A reassignment may be made for any number of reasons. However, a reassignment should not result in increased or decreased compensation.

**Demotion:** It may be necessary to demote an employee to a position of lower classification with a resultant decrease in salary due to reorganization, disciplinary measures, or for other reasons deemed necessary by the University.

**Job Title Change:** A request for a change in a job title is submitted to the appropriate vice president for concurrence, then to the Executive Council or President for final approval. The job title reflects the duties and responsibilities of the job as classified but does not influence the job classification system. Job titles may change to reflect trends, university needs, etc.

Upon approval by the Executive Council or President, the Office of Human Resources makes the appropriate change and notifies the employee of such.