

03.208 Promotion, Transfer, or Demotion.

1. Purpose. To achieve optimum utilization of a staff member's skills and talents by agreement to employ the person in a more advantageous work situation through promotion, transfer, or demotion; and to enhance career advancement of staff members.
2. General Policy. The University of North Texas System encourages the policy of open promotion, transfer and demotion of individuals to staff positions on the basis of qualifications and suitability without regard to race, sex, age, color, religion, national origin, handicap, disabled veteran status, or Vietnam veteran status, and in keeping with federal and state employment laws and regulations and the regulations of the System. It is the policy of the System to fill staff positions with the best qualified and best suited candidates either by promoting, transferring or demoting an employee or by hiring from outside the System. All staff positions must be listed with the UNT Human Resources Department by completion of the Staff Recruitment Request (HRM-5) form.
3. Promotion and Transfer and System Administration and System Components. The reassignment of an existing position from a System component to the System administration or vice versa is considered a transfer for the individual such that they are not subject to a new probationary period (see Probationary Period Policy). However, the voluntary movement of an individual between separate positions, one position being within the System administration and the other being within a System component institution, is not considered a promotion or transfer within a single institution but a transfer between separate State institutions, such that the employee would be subject to a new probationary period.
4. Definition of Terms.
 - a. Promotion. The permanent movement of a staff member from a position in one job class to a position in another job class of increased responsibility or complexity of duties and in a higher salary range.
 - b. Transfer. The permanent lateral movement of a staff member from one position to another position in the same or another job class assigned to the same salary range.
 - c. Demotion. The permanent movement of a staff member from one position in one job class to a position in another job class

of decreased responsibility or complexity of duties and in a lower salary range.

- d. Reclassification. The permanent movement of a position's title and/or salary grade assignment. Reclassification may result in a promotion, transfer, or demotion of an employee.
5. Promotions and Transfers. A department official may promote or transfer a qualified staff member in his/her department to a vacant position within his/her department, without posting of the vacancy through the Employment Opportunities Bulletin; however, all staff members of the department must be made aware of the vacant position and be given consideration. The UNT Human Resources Department will determine if the staff member is qualified for the position before a commitment to transfer or promote the individual is made.
 6. Demotions. A department official may demote a staff member by reassigning him/her to another position, or by reclassifying the staff member's position, to a level at which he/she will be able to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. A staff member may request a demotion to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons.
 7. Promotion and Transfer Opportunities Program. The purpose of the Promotion and Transfer Opportunities Program is to enhance the career advancement opportunities of System staff members by providing each staff member the opportunity to apply and receive consideration for promotion or transfer. All System staff position vacancies must be listed with the UNT Human Resources Department for five working days as outlined in the System Staff Employment Policy. Exceptions may be allowed for promotion/transfers of current hourly or regular staff within the employing department, on the approval of the UNT Director of Human Resources.
 - a. Requirements. System Staff members who meet the following requirements may make application and be considered for a promotion or transfer:
 1. Meets the minimum qualifications for the job or has clearly demonstrated the ability to perform the job.
 2. Has been employed in his/her current System position for a minimum period of six (6) consecutive months

(the UNT Director of Human Resources may approve exceptions to this provision, particularly if a staff member is being forced to seek another job due to circumstances beyond his/her control or if an internal departmental promotion or transfer is involved). In the event the UNT Director of Human Resources approved a promotion or transfer prior to completion of the 6 months probationary period and the staff member is hired into a new position, a new 6 months probationary period is established.

3. Has a satisfactory record of performance in his/her current position.
 - b. A staff member's expressed interest in a position will not jeopardize his/her current position or future opportunities.
 - c. A staff member who makes application for a promotion or transfer may be required to take job-specific testing.
 - d. A staff member is not required to notify his/her present supervisor when applying for a promotion or transfer; however, the staff member must have the approval of his/her present supervisor if he/she schedules appointments, interviews, etc., during regular work hours. Such scheduling should be at a time when it will cause the least disruption of work and may be limited to a reasonable number of interviews by his/her supervisor. Time that is approved by the supervisor for interviews is not docked or otherwise charged against accrued leave. A supervisor may not limit the number of interviews scheduled outside of the regular work schedule of the staff member.
 - e. The effective date of a promotion or transfer will be determined jointly by the two departments.
8. Pay Rate Adjustment Upon Promotion, Transfer or Demotion.
- a. Promotion. When a staff member is promoted to a position of increased responsibility or complexity of duties requiring a change of title and having a higher salary range, he/she will receive a salary adjustment either to the entry level of the salary range of the new position or to a salary rate which is at least 3.5% above the staff member's salary before promotion, whichever is the higher amount, and provided that funds are

available. However, a staff member's salary rate may not exceed the maximum salary rate for the new class.

- b. Transfer. In order to discourage indiscriminate transfers, job hopping, and unfair competition between departments, a staff member who transfers laterally to another position having the same or a different title, and the same salary range, is not eligible for a base salary increase.
 - c. Demotion. Upon demotion or downward reclassification of a staff member's current position, a staff member's salary may remain unchanged, if within the salary range of the new position, or maybe adjusted to an appropriate level within the new salary range s agreed upon by the department official concerned (chair or director) and the UNT Director of Human Resources, and subject to the approval of the appropriate Vice Chancellor or the Chancellor. The new pay rate shall be determined by consideration of the circumstances related to the demotion, the employee's employment record and job performance.
9. Promotion, Transfer or Demotion Authority. The UNT Director of Human Resources is responsible for insuring that the System Promotion, Transfer or Demotion Policy is uniformly and equitable administered. All promotions, transfers, or demotions must have the prior approval of the UNT Director of Human Resources, or his/her designee prior to any commitment being made and prior tot he effective date of the proposed change of status. This approval is required for review of the nomination, availability of funds, and compliance with System policies.
10. Temporary Assignments. Assuming other duties for a brief temporary period of time does not constitute a promotion and generally would not entitle the employee to additional compensation. However, individuals paced in an acting status or who are required to assume significant additional responsibilities for an extended period of time may be entitled to a temporary salary increase upon approval by the Vice Chancellor and/or Chancellor.