

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	December 2001
<b>Policy 4.5.10</b>	<b>Promotions and Transfers</b>	Responsibility:	Vice President for Human Resources

## **PROMOTIONS AND TRANSFERS**

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### **Policy**

The purpose of this policy is to provide greater opportunities for promotion from within and to improve the upward mobility potential for qualified Health Science Center employees. The policy is designed to provide equal employment opportunity to all employees. The procedures below provide for the filling of regular classified position vacancies have been developed to encourage and support career advancement of Health Science Center employees, provide effective placement of job applicants, and assure compliance with the University's Affirmative Action Program. The primary objective is the selection of the best-qualified applicant for each position vacancy. Selection shall be based upon job-related work experience and performance history; applicable education and/or training; and, required skills, knowledge, and abilities. An employee will not be penalized for utilizing the promotion and transfer procedure. An employee who has reason to believe that retaliation for applying for a transfer or promotion has occurred has grounds to file an official grievance.

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### **Applicability**

This policy applies to classified employees of the Health Science Center.

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### **Promotions and Transfers**

Employees interested in transferring to another department or for requesting a promotion should apply to Human Resources by completing an [Application for Employment, Promotion or Transfer](#). Qualified employees who have completed a request form will be referred to departments having vacancies.

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### **Probationary Period Requirements**

An employee may pursue a promotion or transfer within the department during the probationary period.

An employee may be considered for an external promotion or transfer after completing six (6) months in his or her present position. Employees who have filled a position as a result of a promotion/transfer shall not be subject to a new probationary period if the initial six (6) months of continuous employment has been satisfied.

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**Leave Balances**

The employee's accrued vacation, personal and sick leave balances are transferred to the new department.

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**Transfer  
Clearance  
Procedure**

The department that the employee is leaving must initiate an [Exit/Clearance Form](#). Employees are required to complete all necessary clearance procedures, which include the return of all departmental keys, uniforms, and other departmental property and materials, on the last actual day of work.

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