

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Provisions for At-Will (Exempt/Non-Exempt/Unclassified) Employees Only**

Standard: **PROMOTION AND TRANSFER**

Section #: **J-3**

Effective: September 3, 2008

See Also: Compensation Administration; Service and Anniversary Dates; Personnel Actions; Recruitment and Selection; Performance Planning and Evaluation; Post Job offer/Pre Employment Evaluations

### **GENERAL STANDARD**

The Authority is committed to employee development and supports the promotion or transfer of qualified employees. This commitment affords employees with opportunities to achieve a wide range of experience, enhances job opportunities, and provides for changing operational needs.

### **DEFINITIONS**

- A *promotion* occurs when:
  - An individual advances from one position to another having increased responsibilities and a higher salary range.
  - A position re-evaluation results in reclassification of an individual employee's position to a higher salary range.
  
- A *transfer* occurs when an employee is transferred from a position in one class to a position in the same class or a different class and retains the same salary.

### **SPECIFIC STANDARDS - Promotions**

- Promotional opportunities typically are posted for recruitment and selection purposes, unless an exception is made by the President/CEO or designee. Direct promotion without a job posting may be made only if the

promoted employee meets the established minimum qualifications for the new position.

- ❑ Employees who successfully complete six months of service in their positions are eligible for transfer and/or promotion. Exceptions to this may be made in the best interest of the Authority.
- ❑ Employees transferred or promoted from a Classified Service to an At-Will position shall be provided in writing, in advance, information regarding their changes in employment status, employee rights and benefits and shall acknowledge these changes in writing as a condition of accepting the transfer or promotion.
- ❑ The Human Resources Department representative, in consultation with the appointing authority, shall determine the amount of the promotional salary increase, within the Authority's salary increase guidelines. Care shall be taken to ensure internal pay equity is maintained when setting the salary increase, (See **Salary Administration** Standard.)
- ❑ When a merit review and promotion occur at the same time, the merit increase shall be calculated first and then the promotional increase applied.
- ❑ In some cases, employees may be requested to perform, temporarily, the full range of duties and responsibilities for a higher-level position. These temporary assignments shall not be considered promotions. Pay shall be adjusted accordingly during this temporary period only.

### **SPECIFIC STANDARDS - Transfers**

- ❑ Generally, a request for transfer must be made in response to an opening and in writing, stating the reason for transfer. Transfers shall be subject to approval of the appointing authority in consultation with the Director, Human Resources.
- ❑ The date of transfer shall be determined by the Human Resources Department representative in consultation with the "losing" and "gaining"

managers. Generally at least two week's notice is recommended to ensure the transition is smooth.

- ❑ Employees transferred laterally must meet the minimum qualifications of the new class.
- ❑ A lateral transfer typically does not result in a salary adjustment at the time of transfer.
- ❑ A transfer for temporary or emergency work may be made with the approval of the appointing authority in consultation with the Director, Human Resources or designee, but generally shall not exceed 120 calendar days unless authorized by the appointing authority.

### ***GUIDELINES***

- ❑ When an employee is selected for promotion, the manager shall work with the Human Resources Department representative to determine the new compensation. Consideration shall be given to overall performance and current base salary. Should a merit review occur at the same time as the promotion, this shall be considered in setting the new rate of compensation.

### ***PROCEDURES - Promotions***

- ❑ When a promotion is implemented, the manager shall:
  - Complete the change of employee status section of the Personnel Action Form (PAF), including all pertinent information such as increase amount, effective date, etc. and ensure the employee signs the PAF. The PAF contains two levels of management signature.
  - Forward the completed Personnel Action Form (PAF) to the Human Resources Department representative.
- ❑ When a promotion occurs as a result of the reevaluation of an employee's position, the manager shall consult with the Human Resources Department representative to implement the promotion.

## **PROCEDURES – Transfers**

- ❑ When an employee is transferred to an available position in the same or different yet lateral class within his/her area, the manager shall coordinate all transfer activities in consultation with a representative of the Human Resources Department.
- ❑ The manager shall review the position duties and requirements, needed training, and other particulars which may support the employee in his/her new role.
- ❑ When an employee is transferred to a unit or department with a different manager, the sending manager shall:
  - Complete the Personnel Action Form (PAF) and obtain the required signature.
  - Complete a performance appraisal, if more than six months has elapsed since the employee's last performance appraisal.
  - Forward the completed PAF and performance appraisal (if applicable) to the Human Resources Department representative for implementation.
- ❑ A transfer may be approved and implemented, depending on the circumstances, however it will not be approved if:
  - The employee has a less-than-fully-on target record of performance. The requirements of the new position are inconsistent with his/her areas of performance strength.
  - The employee's experience, skills, and abilities indicate a low probability of successful performance in the new position.
  - The individual proposed for the transfer does not possess the full range of skills and competencies essential to achieving the

Authority business objectives and is not yet ready to meet all job demands with a high likelihood of success.