



SNU Policy: Transfers and Promotions

SNU Policy ID: Employment Practices B-05

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

Approval Date: May 19, 2025

Next Review Date: May 19, 2029

Policy:

SNU desires to fill all vacancies with the best qualified people available. Where possible, we will provide workers with opportunities to advance into higher level positions. Further, this allows us to make the most productive use of our human resources. We will attempt to fill vacancies by promotion if possible. Qualified applicants from outside the University will also be considered.

Procedures:

1. Eligibility

The ability to transfer is based on the following requirements:

- A. The employee must remain in a department for a minimum of six months.
- B. The employee must make known an interest in transferring by contacting the Human Resources Department.
- C. The employee must meet the basic qualifications for the desired position as outlined in the job description.
- D. The employee is considered based on past performance, job knowledge, experience, and physical ability as related to the job specifications.
- E. The President must approve all transfers between departments across campus.
- F. If an employee is selected for employment in another department, a period of time, usually not to exceed two (2) weeks, shall be allowed for the department to hire a suitable replacement for the vacated position. The Human Resources Department shall meet with the affected managers to establish a mutually agreeable date for the transfer to take place.

2. Definitions

- A. Promotion: a change of job classification that involves the assumption of greater responsibility and authority with commensurate salary increase.
- B. Demotion: a change of job classification that involves a lesser degree of responsibility and authority with commensurate salary reduction.
- C. Lateral: a change in job classification that does not involve a change in the degree of responsibility and authority with no change in salary range.
- D. Transfer: a job changes from one position to another. A transfer may be lateral, promotion or demotion. SNU may at any time transfer employees from one position to another or from one department to another as the demands of the University indicate. Such transfers shall be discussed with the employee prior to implementation and every effort made to thoroughly explain the effect and justification of such action. The President must approve all transfers between departments across campus.



3. Compensation

No employee shall be transferred, promoted, or demoted from one job classification to another without an appropriate change in salary as indicated by the pay range for that particular job classification. Exceptions may only be approved by the President of the University. When an employee is promoted to a classification in a higher pay range, the employee's salary must be adjusted. Lateral transfers may be made without a salary adjustment. A reduction in salary may be made due to transfers into positions in lower pay ranges.

4. Responsibility

Human Resources

1. Post all vacancies on the Human Resources Department website for at least ten business days. Posting may be waived in case of internal promotions.
2. Forward qualified applicants to the department with the vacancy.
3. Review the job to ensure compliance with the salary amount, department notification, etc.
4. Participate in all promotions, transfers, and demotions. If such a promotion is within the same department, it is still the manager's responsibility to notify the Human Resources Department and properly communicate promotional opportunities within their respective department.

Employee

1. Notify Human Resources of the desire to relocate on campus.
2. Employees should monitor the "SNU Career" website for job postings and apply for jobs of interest.

Department with Vacancy

1. Get approval from the administrative officer to fill the vacancy.
2. Notify the Human Resources Department of the vacancy in advance to allow for posting and selection procedure and possible chain of vacancies.
3. Transfer action will not be taken or discussed with employees until such action has been reviewed by both Area Vice-Presidents (current department and potential new department) and the eligibility requirements in section **1 Eligibility** have been satisfied.
4. No commitment to the employee shall be made on promotions, transfers, or demotions prior to approval. After final approvals and after conferring with the Human Resources Director, inform the employee of the action.
5. Notify all unsuccessful candidates.

Employee's current department

1. If an employee is being transferred out of the department, the manager must get approval from their administrative officer before a search will begin to fill that position.