



STAFF EMPLOYMENT MANUAL

Title: 3.0 Employment Practices

Chapter: 3.02 Promotions and Transfers

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1. Job Posting of Active Openings

The University prefers to promote from within to the greatest extent reasonably possible. Mobility within the University depends on qualifications, demonstrated ability and job performance.

All regular staff positions for which internal or external recruitment is authorized are announced by posting on the University's website (www.hartford.edu/jobs). External recruitment advertising will not begin until at least five working days following posting, except when placing an ad earlier will not prejudice present employees' opportunity for consideration for the opening. The University posting system is an ongoing part of its Equal Employment Opportunity, Affirmative Action Policy.

- a. HRD maintains the University posting and is responsible for related interpretation and application of procedures. An exception to this policy must be valid and warranted and requires the joint approval of the supervisor, HRD and the appropriate Officer.
- b. Any regular employee with one year of completed service in his/her current position who meets the minimum requirements of an open position may apply to HRD and will have his/her application for transfer or promotion given consideration. (Subject to **3.02 – 2, General Conditions**)

Regular employees with less than one year of completed service in their current position may not apply for a transfer or promotion except when warranted and with the advance written approval of the supervisor, HRD and the appropriate Officer.

2. Promotions

A promotion is an advancement to a position with increased responsibilities and/or a higher salary grade. Promotions are based on an employee's job performance and attendance records, qualifications and fitness for the work.

- a. Qualified employees within the department where the opening exists are given first consideration for open positions. In the event it can be reasonably expected that a job will be filled from within the department, HRD can waive the campus-wide posting of the vacancy. However, in every instance, a job vacancy must be openly announced within the department, and all qualified internal department applicants are to be considered.
- b. Although promotion from within is the University's preferred method for filling vacancies, position requirements are not to be diluted to accommodate under-qualified applicants.

3. Transfers by University Initiative

A transfer is a reassignment to the same or a lower salary grade. The University's objective is to afford as many promotional opportunities as possible; however, the University occasionally needs, and therefore must reserve, the flexibility to transfer employees for reasons such as avoiding situations where relatives are working together, avoiding layoff, maintaining a sound organization and promoting efficiency. HRD is responsible for monitoring University-initiated transfers under this provision.

4. General Conditions

- a. Employees wishing to apply for any available position at the University of Hartford are encouraged, but not required, to discuss their intentions with their immediate supervisor. At certain points during the interview process, however, it may become necessary to contact the supervisor.

An internal candidate who is given an interview for a job opening will work with HRD to schedule the interview wherever practicable at a mutually acceptable time that does not disrupt work within the employee's current department. This may require consultation with the employee's supervisor.

HRD conducts reference checking prior to an official offer of employment and all job applicants, including internal candidates, are required to sign a release authorizing the University to speak with the candidate's current supervisor before an offer will be extended. If an internal candidate reaches this stage of the job search, it is the employee's responsibility to alert his/her immediate supervisor.

- b. Employees on final written warning or suspension are typically ineligible for transfer or promotion. However, it is possible, under a narrow set of circumstances, that an employee on a final written warning or suspension will be permitted to job post. This shall only be done with the written approval of the Executive Director of HRD or designee and the appropriate Officer.
- c. The current supervisor's recommendation as well as the employee's performance and attendance records will be given consideration as part of his/her qualifications for transfer or promotion.
- d. All salary adjustments in cases of promotion, lateral transfer or demotion are in accordance with **4.01, Salary Administration.**
- e. Each promotion and voluntary or involuntary transfer begins with a three-month trial period. The trial period may be extended at any time upon the supervisor's recommendation and the proper approval of the Executive Director of HRD or designee. Extensions can be for a minimum of one month to a maximum of three months. Prior to the end of the trial period, a formal performance review will be administered. If the trial period results in termination, the staff member may grieve the termination at **Step 3** of the grievance procedure. (See also **6.09, Grievances.**)