

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	<b>PROMOTION AND TRANSFER POLICY</b>				

## 1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

## 2.0 SCOPE

Staff Employee Policy

## 3.0 POLICY

It is the policy of the University to fill job vacancies, whenever practicable, by promotion or transfer of qualified staff persons already employed by the University. A promotion is a personnel action that advances an employee to a different job carrying increased responsibilities and requiring a higher level of knowledge, skills, and/or abilities. Generally, a promoted employee receives a pay increase. A transfer is a personnel action that changes an employee's work assignment from one job to another at the same or lower pay. Transfers can occur as a result of: an employee's request; reorganization, restructuring, or elimination of a position; or as a disciplinary measure. Background checks are required for all promotions, all changes from a part-time to a full-time position and may be required for transfers.

Full-time job opportunities for **classified staff positions** are posted internally for five (5) working days on the bulletin board in Human Resources and on the University's intranet site. An e-mail is also sent to all employees announcing the job opening with an attached job description for the position, and information on the application process. Current employees have five (5) working days to apply for a posted job opportunity before external applicants are considered. (See the "Recruitment and Hiring" policy in this Handbook.)

An employee is eligible to request a promotion or transfer to a vacant classified position if he or she has completed one year of service in his or her current position and department. In exceptional circumstances, special permission for an earlier promotion or transfer may be given with the approval of the Vice President over the employee's current area and all other Vice Presidents and supervisors involved.

Eligible employees who want to apply for promotion or transfer to a classified job opening should submit a completed *Internal Job Application* form (available electronically) to Human Resources before the application deadline listed on the internal posting. An employee's expressed interest in a job opening will not jeopardize the employee's status in his or her present position.

The internal job posting procedure does not apply to **professional staff positions**. Announcements of professional staff openings are posted on the electronic bulletin board located outside the Human Resources Office, sent to all employees by campus e-mail, and listed on the University's employment

web site ([www.mssu.edu/jobs](http://www.mssu.edu/jobs)). Professional staff positions may also be advertised in newspapers, appropriate trade journals, with area college career services offices, and on other employment oriented websites. Current employees interested in a professional staff opening are encouraged to submit the application materials requested in the announcement to Human Resources via the online system.

Current employees wanting to apply for a promotion or transfer to a classified *or* professional staff position must satisfy the skills, education, and experience requirements of the position. The University may also consider such factors as the employee's ability to assume other responsibilities, attendance record, attitude, and previous work performance appraisals.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**