# THE UNIVERSITY OF MICHIGAN

## STANDARD PRACTICE GUIDE

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| **SECTION:** | Personnel | **Number:** | 201.61 |
| | | **Revised:** | 7/01/04 |
| **SUBJECT:** | Transfer: Promotional, Lateral, and Demotional | **Date Issued:** | |
| | | **Attachment(s)** | 0 |

**APPLIES TO:** Regular primary, coaches in the athletics job family, professional/administrative (excluding instructional and those in bargaining units* ), and technical staff members

**ISSUED BY:** The Personnel Office and the Office of the Vice-President for Academic Affairs

## I. Policy

The University may reassign staff members by transferring them from one position to another in the same or another classification. Transfer will be made without regard to the non-relevant factors of race, creed, color, national origin, ancestry, age, or sex except where sex or age are bona-fide occupational requirements.

## II. Regulations and Definitions

A. Promotion

A promotion is movement to a position in another classification at a greater level or responsibility.

1. A promotional transfer will normally be accompanied by an increase in compensation.

2. Vacancies will not normally be filled from outside the University until a reasonable effort has been made to consider qualified University staff members.

3. The transfer date normally should not be later than four (4) weeks from the date of acceptance by a staff member.

4. A promotion may be initiated by the University or as the result of consideration of a request by a staff member.

B. Lateral

A lateral transfer is movement to a position in the same classification or to a position in another classification at a similar level of responsibility.

* When transferring members of bargaining units, refer to pertinent definitions and provisions of the appropriate labor agreement.

1. A lateral transfer may be initiated by the University or as the result of a request by a staff member.

2. A change in salary will not normally accompany a lateral transfer.

3. The transfer date normally should not be later than four (4) weeks from the date of acceptance by the employing unit.

C. Demotional

A demotional transfer is movement to a position in another classification at a lesser level of responsibility.

1. A demotion may be initiated by the University or as the result of consideration of a request by a staff member, when factors beyond the control of the staff member or supervisor prevent the staff member from effectively performing in his current position.

2. A demotion may not be used as a form of disciplinary action.

3. A demotion would normally be accompanied by a reduction in salary.

D. No staff member is guaranteed a transfer.

E. Staff members must have prior satisfactory work performance in order to be given consideration for a promotional transfer.

## III. Procedure

A. Promotional Transfer

| RESPONSIBILITY | ACTION |
|---|---|
| Employing Unit | 1. Submit a "Request for Personnel" (Form 5197) or Notification of Open Position (Form 9823) when an opening has been created or will develop through attrition. |
| Employment Section or the Office of Professional/ Administrative Staff Services | 2. Review with employing unit, alternatives for filling the position.<br>a. Promotable staff members from within the employing unit.<br>b. Promotable staff members outside the employing unit.<br>c. Outside applicants for employment. |

| RESPONSIBILITY | | ACTION |
|---|---|---|
| | 3. | Post the position and screen the applicants. |
| Employing Unit | 4. | Select replacement. |
| Employment Section or the Office of Professional/ Administrative Staff Services | 5. | Coordinate starting date and pay increase and communicate with the promoted staff member, the receiving department and the staff member's present department. |
| | 6. | Complete the Request for Personnel Form 5197 or 9823 and send it to the Compensation Section for processing. |

B. Lateral Transfer

| RESPONSIBILITY | | ACTION |
|---|---|---|
| Employing Unit | 1. | Submit a "Request for Personnel" (Form 5197) or Notification of Open Position (Form 9823) when an opening has been created or will develop through attrition. |
| Employment Section or the Office of Professional/ Administrative Staff Services | 2. | Post the position and screen the applicants. |
| | 3. | Clear incumbents for interview and/or refer applicants for employment for interview. |
| Employing Unit | 4. | Select replacement. |
| Employment Section or the Office of Professional/ Administrative Staff Services | 5. | Coordinate starting date and communicate with the staff member, the receiving department and the staff member's present department. |
| | 6. | Complete the "Request for Personnel" (Form 5197) and send it to the Compensation Section for processing. |

C. Demotional Transfer

| RESPONSIBILITY | | ACTION |
|---|---|---|
| Employing Unit | 1. | Inform Employment Section concerning the need for demoting a staff member. |
| | 2. | If the problem is associated with misconduct and may not reasonably be resolved by transfer: |
| | | a. Send information received to the Employee and Union Relations Section. |
| Employee and Union Relations Section | | b. Discuss problem with the supervisor and provide guidance to resolve the problem. |
| Employment Section or the Office of Professional/ Administrative Staff Services | 3. | Assist the staff member and the employing unit supervisor in the location and/or assignment to a less responsible classification which he is able to perform, either within the department or elsewhere within the University. |
| | 4. | Coordinate starting date and communicate with the staff member, the receiving department, and the staff member's present department. |
| | 5. | Complete the "Request for Personnel" (Form 5197) and send it to the Compensation Section for processing. |