PROBATION, PROMOTION, DEMOTION, RECLASSIFICATION AND TRANSFER OF CLASSIFIED EMPLOYEES

PREAMBLE: An original part of the 1979 Handbook, this section underwent a full revision in 2003 to bring it in line with Regents policy. In 2009 a definitions section was added, APM 50.15 was incorporated into this policy and various minor edits were made. For further information, contact Human Resources (208-885-3638). [ed 7-97, 7-03, rev. 7-09]

CONTENTS:
A. Definitions
B. Probation
C. Promotion
D. Demotion
E. Transfer

A. DEFINITIONS.

A-1. Certified Status. In this section and related policy statements, reference to “certified status” means that the employee has successfully completed the probationary period.

A-2. Demotion. Reassignment of an employee from his or her present position to one that is in a lower pay grade and in which the employee has previously held certified status or for which he or she has the minimum qualifications.

A-3. Probation. A working test period to provide unit administrators with an opportunity to evaluate a person’s work performance and suitability for the position. The probationary period for classified employees beginning a new position is six months.

A-4. Promotion. A career opportunity that involves greater responsibilities, and may also involve an increase in salary and a change in title. Promotions are not intended to be used where duties are changed on a temporary basis. A promotion is distinct from a reclassification in that it moves the employee into a different position, retaining little, if any, of the responsibilities of his or her previous position, as long as the employee meets the minimum qualifications of the position.

A-5. Reclassification. An employee retains the majority of his/her original responsibilities while accepting duties requiring a higher level of knowledge, skills or abilities.

A-6. Transfer. An opportunity for an employee to move into a different unit at the university with the same classification and title.

B. PROBATION.

B-1. Each employee, following initial appointment or promotion to a classified position, must successfully complete a probationary period of at least six full months. The probationary period in a given class must be completed within a single unit and not be interrupted by resignation or dismissal. An employee who has been separated during the probationary period, other than by “layoff” [see 3930 B], must begin a new probationary period upon being rehired or promoted to that class. [ed. 7-03, 7-09]

B-2. The unit administrator is encouraged to complete an employee performance development plan available on the Human Resource Development website at www.hr.uidaho.edu/hrd, and a 3-month and 6-month evaluation using the “Staff Personnel Evaluation” form [see 3340] available on the HR website at http://www.uidaho.edu/humanresources.aspx. The 6-month evaluation must be completed, discussed with the probationary employee, and reviewed by the second-level supervisor before the probationary period ends. A

Page 1 of 3
probationary employee may be dismissed or returned to his or her former classification, without cause being assigned, upon the recommendation of the unit administrator at any time before the completion of the probationary period with prior approval of the executive director for human resources or designee. Normally, a probationary employee whose appointment is to be terminated will be given two weeks' notice. Dismissal under these circumstances is not a basis for recourse to the grievance procedures described in 3860. [rev. 7-02, 7-03, 7-09]

C. PROMOTION.

C-1. An employee may be considered for promotion on the basis of his or her past record, length of service, performance in the present position, and qualification to perform the duties of the higher position. [See also 3380D] [ren. 7-09]

C-2. A supervisor may promote an employee into a vacant position in the unit if the employee has demonstrated exceptional competency and skill for that position. [rev. & ren. 7-09]

C-3. A promotion may occur in a unit that is undergoing reorganization. In this case, an explanation of the office or unit changes and the reasons why the employee is qualified for the promotion is necessary. [rev. & ren. 7-09]

C-4. If the employee is promoted into a classification for which he or she is not certified, a 6-month probationary period is required (see FSH 3360, B-1). [rev. 7-03, ed. 7-09]

C-5. When there is more than one internal candidate who meets the minimum qualifications for the position within the unit, the hiring administrator must, at a minimum, conduct a UI-only search to document the candidate’s qualifications and identify the most qualified individual. The hiring administrator must send an email to the Director of Human Rights, Access and Inclusion as hrai@uidaho.edu requesting a UI-only search stating that there is one promotional opportunity and more than one qualified internal candidate. [add. 7-03, rev. 7-09]

C-6. Process. The Director of Human Rights, Access and Inclusion is the approving authority for all promotions of classified employees. [add. 7-03, ed. 7-09]

a. To promote an employee, the unit follows all affirmative action and equal employment opportunity policies by posting the position in the Applicant Tracking System (ATS) and evaluating the applicants. The employee applies for the position using the ATS. See APM 50.02. [add. 7-09]

b. Exceptions to posting internal promotional opportunities require the review and approval of the Director of Human Rights, Access and Inclusion. The unit administrator must e-mail the Director of Human Rights, Access and Inclusion at hrai@uidaho.edu to request an internal promotion, stating the justification for waiver of a search. The unit must provide:

1) A current Results Oriented Job Description (ROJD), reviewed and approved by the classification and compensation analyst in Human Resources;
2) A resume from the promotion candidate;
3) The plans for the "to be vacant" position;
4) A salary recommendation (optional).

C-6. The unit must complete a standard Position Authorization Form, which must then be processed through regular approval channels. This includes any processes unique to the unit. [add. 7-09]

C-7. The Director of Human Rights, Access and Inclusion or designee will review and provide a written response to the request for promotion. The unit CANNOT offer the position until it receives approval from the Director of Human Rights, Access and Inclusion. For additional information call (208) 885-4285. [add. 7-09]
D. RECLASSIFICATION (see APM 50.51).

D-1. The classification of a position determines the pay grade to which it is assigned and is only for classified and exempt staff. Classification decisions are not based on an employee's job performance. They are based on identifying and analyzing the established job value factors within the current job and comparing those job value factors to other positions in the same and higher (or lower) classifications. At UI, classification reviews are performed in Employment Services in Human Resources (HR) see APM 50.51. Reclassification decisions may be appealed (see APM 50.51 C-2).

D-2. Reasons for a reclassification may include: a significant change in job responsibilities and tasks, and may require higher level or lesser level knowledge, skills and abilities. Reclassifications may result in a position moving to a higher or lower pay grade.

D-3. New duties assigned to the position must be permanent and if an incumbent exists, be performed currently. The reclassification request may be made at any time after these two criteria are met. The division or unit submitting a request for reclassification provides the funds for any necessary salary increase resulting from the review. If a reclassification and pay change are warranted, the effective date of the pay change will be the date the complete reclassification package was submitted to Human Resources. Classification decisions may be appealed.

D-4. A reclassification request for a position with an incumbent may be made no sooner than nine (9) months after the incumbent’s hire date into that position.

D-5. Title change following classification review. If a classification review determines that an employee is improperly classified, and the departmental administrator approves reclassification (rather than removing duties), the employee’s title will be changed as recommended in the review.

DE. DEMOTION (see also APM 50.21).

[ed. 7-02]

ED-1. An employee may be demoted, subject to the approval of the unit administrator and the executive director for human resources or designee. The unit administrator may recommend the demotion of an employee for any of the following reasons. [ed. 7-02, ren. & ed. 7-09]

a. The reallocation or reclassification of a class or position to a lower pay grade.

b. The elimination of the employee's position because of lack of work or lack of funds.

c. Expiration of a temporary promotional assignment. [add. 7-03]

d. The failure of the employee to complete successfully the probationary requirements of a higher position.

e. Disciplinary action for causes stated in 3930 C-1, but not of a degree of severity that would warrant suspension or dismissal.

f. At the request of the employee. [rev. 7-02]

DE-3. Procedure. A unit administrator's recommendation that an employee be demoted is submitted through the dean or equivalent administrator. Concurrently, written notice is given to the employee and to the executive director for human resources or designee. An employee with certified status must be given notice of demotion at least 15 calendar days before its effective date and must be given the reasons for the demotion. [ed. 7-03, ren. & ed. 7-09]
D-E-4. Effect of Demotion on Salary. When an employee is demoted, his or her salary is reduced to a step in the lower pay grade as recommended by the unit administrator and the executive director for human resources or designee. If demotion is due to failure to successfully complete the probationary requirements of the higher position to which he or she had been provisionally promoted, the salary after demotion will normally coincide with the salary the employee was receiving before promotion. [ed. 7-02, ren. & ed. 7-09]

E-F. TRANSFER.

E-F-1. An employee may voluntarily transfer from one unit to another in the exact same title and pay grade. An employee who wishes to be transferred should make a written request to his or her unit administrator and Employment Services. UI may involuntarily transfer an employee as long as there is no loss of compensation. [rev. 7-02, 7-03, rev. & ren. 7-09]

E-F-2. An employee requesting transfer between units must complete application materials through Employment Services in HR before a transfer request will be considered. [rev. 7-03, ren. & ed. 7-09]

E-F-3. An employee-requested transfer between units also requires the written approval of the unit administrators concerned, the employee, and the director of employment services. [add. 7-03, ren. & ed. 7-09]

E-F-4. A transfer is made without reduction in hourly wage unless such reduction is agreed to by the employee and the unit administrator. [ed. 7-02, ren. 7-03, ren. & ed. 7-09]

E-F-5. The transfer of an employee does not affect his or her prior earned credited state service. However, the transfer may affect the employee's leave accrual rate, which is based on years of service, hours worked, and percentage of appointment. [rev. 7-02, 7-03, ren. 7-03, 7-09]