

University Enterprises, Inc. Policies and Procedures		Policy No. 315
Section:	Human Resources	
Policy:	Promotion	
Revised Date:	December 11, 1998	

Promotion

I. PURPOSE

To provide a structure for advancing qualified employees.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) positions.

III. POLICY

When a personnel vacancy occurs, opportunities to promote from within UEI will be explored. This action is consistent with the goals of UEI's equal employment opportunity and affirmative action obligations and of filling positions with the best individual available.

IV. PROCEDURE AND RESPONSIBILITIES

- A. Regular position vacancies are generally posted. Employees who are interested in applying for posted positions should follow the procedure outlined on the vacancy announcement.
- B. If the position is open to all applicants (both current employees and the public), only those applicants who have been selected through a screening process and determined to be the best qualified will be interviewed. A current UEI employee, if selected for an interview, will be considered in the regular process with the other candidates being interviewed.
- C. When a current employee is selected to fill a posted vacancy, the two departments involved will confer and agree on a suitable transfer date. It is expected that the transfer will normally occur within one to three weeks from the date of job acceptance. If possible, this departmental change will occur at the beginning of a pay period.
- D. Promoted employees do not have retreat rights to their previous positions. If job performance in the new position is unsatisfactory, or if UEI or the employee is otherwise dissatisfied, either UEI or the employee may terminate the employment relationship. The employee may apply for another open position for which she or he is qualified, but will not be guaranteed any position. Employees will serve a six month or one year probationary period, as applicable, in the new position.
- E. Promotional pay increases are usually granted upon promotion. The amount of the increase is usually the greater of five percent of the employee's base salary, or an amount sufficient to bring the employee's salary to a minimum of the new salary range.

V. RELATED POLICIES

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| Policy No. 015 | Employee Status Change |
| Policy No. 020 | Probationary Period |
| Policy No. 215 | Salary Program Administration - Regular Employees |
| Policy No. 305 | Performance Evaluation |
| Policy No. 320 | Demotion |

Policy No. 715 Job Posting