

3360

PROBATION, PROMOTION, DEMOTION, 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. For further information, contact Human Resources (208-885-363809). [ed 7-97, 7-03]*

## CONTENTS:

[A. Definitions](#)[BA. Probationary Period](#)[CB. Promotion](#)[DC. Demotion](#)[ED. 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 promotion is a career opportunity that involves greater responsibilities, and may also involve an increase in salary and a change in title. Promotions ~~are intended to be non-interim~~ 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.

**[AB. PROBATIONARY PERIOD.](#)**

**[AB-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 ~~department~~ 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]

**[AB-2.](#)** ~~The probationary period serves as a working test period and provides the appointee’s department administrator an opportunity to evaluate the person’s work performance and suitability for the position.~~ The ~~unit~~ department administrator ~~must~~ is encouraged to complete an employee performance development plan

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3360: Probation, Promotion, Demotion, and Transfer of Classified Employees July 2007 (editorial)

available on the Human Resource Development website at [www.hr.uidaho.edu/hrd](http://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 [www.hr.uidaho.edu/hrs](http://www.hr.uidaho.edu/hrs). 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 probationary employee may be dismissed or returned to his or her former classification, without cause being assigned, upon the recommendation of the ~~department unit~~ administrator at any time before the completion of the probationary period with prior approval of the ~~assistant vice president 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]

~~A-3. In this section and related policy statements, reference to "certified status" denotes that the employee concerned has successfully completed the probationary period. [ed. 7-02]~~

#### **BC. PROMOTION.**

~~B-1. A promotion is a career opportunity that involves greater responsibilities, and may also involve an increase in salary and a change in title. Promotions are intended to be non-interim. [rev. 7-03]~~

C-1. ~~the~~ An employee may be considered for ~~the~~ 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.]

C-2. A supervisor may ~~wish to~~ promote an employee into a vacant position in the unit if the employee has demonstrated exceptional competency and skill for that position. ~~In other circumstances, a supervisor may wish to assign additional, higher level responsibilities to an employee as a result of an internal reorganization or change in workflow in the unit. In either case,~~

BC-32. A promotion may occur in a unit that ~~has a vacancy or~~ 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.

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, AB-1). [rev. 7-03]

BC-5. When there is more than one internal candidate employee within the unit who meets the minimum qualifications ~~of~~ for the position within the unit, the hiring unit 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 Human Rights Compliance Officer (HRCO) as hrco@uidaho.edu requesting a UI-only search stating that there is one promotional opportunity and more than one qualified internal candidate. document the qualifications of each employee using the Internal Promotion Form available at www.uidaho.edu/hrs. This form must be submitted to Employment Services for review prior to offering the position. a. Send a completed and approved Position Authorization Form and a memo of justification to the director of Employment Services stating the name of the employee considered for promotion, an explanation of the office or unit changes, and the reasons why the employee is qualified for the promotion. Include the employee's current job description, the new job description and the employee's resume with the documentation.

C-6. Process. B-3. The Human Rights Compliance Officer (HRCO) is the approving authority for all promotions of classified employees. [add. 7-03]

~~B-4. To ensure compliance with the University of Idaho's equal opportunity policy, a UI-only search may be required (see FSH 3065). [add. 7-03]~~

~~B-5. Salary recommendations for a promotion made by the hiring authority must be reviewed and approved by HR. HR will compare the market value of the position and the salaries of similar positions at the~~

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3360: Probation, Promotion, Demotion, and Transfer of Classified Employees July 2007 (editorial)

~~University, and where appropriate, the salary of similar positions at peer institutions, prior to a final salary recommendation. [add. 7-03]~~

~~**B-6.a.** To promote an employee, the hiring authority or designee must take the following steps: [add. 7-03] 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.~~

~~**B-5b.** Exceptions to posting internal promotional opportunities require the review and approval of the Human Rights Compliance Officer. The unit administrator must e-mail the Human Rights Compliance Officer at HRCO@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).;~~

~~**BC-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.~~

~~**BC-7.** The Human Rights Compliance Officer (HRCO) 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 HRCO. For additional information call (208) 885-4212.~~

~~**a.** Send a completed and approved Position Authorization Form and a memo of justification to the director of Employment Services stating the name of the employee considered for promotion, an explanation of the office or unit changes, and the reasons why the employee is qualified for the promotion. Include the employee's current job description, the new job description and the employee's resume with the documentation. [add. 7-03]~~

~~**b.** Employment Services will review the promotional job description for the responsibilities, job title and salary range and review the individual's minimum qualifications with the minimum qualifications stated in the job description. [add. 7-03]~~

~~**c.** Employment Services will communicate to the hiring authority the results of the review. [add. 7-03]~~

~~**B-7.** When there is more than one employee within the unit who meets minimum qualifications of the position, the unit administrator must document the qualifications of each employee using the Internal Promotion Form available at [www.uidaho.edu/hrs](http://www.uidaho.edu/hrs). This form must be submitted to Employment Services for review prior to offering the position. [add. 7-03]~~

## **ED. DEMOTION.**

~~**C-1.** Demotion is the 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. [ed. 7-02]~~

~~**ED-21.** An employee may be demoted, subject to the approval of the department/unit administrator and the assistant vice president-executive director for human resources or designee. The department/unit administrator may recommend the demotion of an employee for any of the following reasons: [ed. 7-02]~~

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

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF Section 3360: Probation, Promotion, Demotion, and Transfer of Classified Employees July 2007 (editorial)

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- 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]*

**CD-3. Procedure.** A [department/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 ~~assistant vice president~~[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]*

**DC-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 [department/unit](#) administrator and the ~~assistant vice president~~[executive director](#) for human resources [or designee](#). If demotion is due to failure to ~~complete~~ 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]*

#### **DE. TRANSFER.**

**DE-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 [department/unit](#) administrator and Employment Services. ~~UI may involuntarily transfer A~~ an employee ~~may also be transferred by the UI~~ as long as there is no loss of compensation. *[rev. 7-02, 7-03]*

**DE-2.** An employee requesting transfer between [departments/units](#) must complete application materials through Employment Services in HR before a transfer request will be considered. *[rev. 7-03]*

**DE-3.** An employee-requested transfer between [departments/units](#) also requires the written approval of the [department/unit](#) administrators concerned, the employee ~~involved~~, and the director of employment services. *[add. 7-03]*

**DE-4.** A transfer is made without reduction in ~~rate of pay~~ [hourly wage](#) unless such reduction is agreed to by the employee and the [department/unit](#) administrator. *[ed. 7-02, renumbered 7-03]*

**DE-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, renumbered 7-03]*