



3.1.10 Promotions and Transfers

Policy Statement

Promotions - Salary advancement and promotions will be based on merit. Whenever practical, vacancies should be filled by promotion of present employees. A promotion is the shift of an employee from one position to another having more responsible duties or involving more skill (higher classifications) within a department or between departments. To be promoted, the employee must meet the qualifications required by the new position.

When an employee is promoted to a previously established position with a higher pay range, a salary increase may be granted up to 10 percent above the employee's current salary, or up to the minimum of the new classification, or up to the base of the higher classification plus 15 percent. The amount budgeted for a position cannot be paid if it exceeds the amount calculated above. No salary increase is required provided the employee's salary is at or above the minimum of the new classification.

Transfers - A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same pay range; therefore, no pay increase should be applied. Promotions and transfers are handled jointly by supervisors and Human Resources. See the End of Employment section of this manual for exit procedures applicable to transferring employees.

An employee who has been employed in a regular position for 180 consecutive days or more does not serve a new probationary period when they are promoted, demoted and/or transferred. There is no prohibition for making application to any UGA position during the probationary period.

Procedures

Any employee who desires to apply for consideration for an open position should submit his/her request for application to the Employment Department. Any employee who requests consideration for an open position will not be required to obtain approval from his/her present supervisor prior to contacting Employment. However, any unit considering an on-campus employee for a position has the right to contact the present employee's supervisor to obtain a work reference without first securing the permission of the employee. For reasons of courtesy and communication, the employee may wish to discuss the promotion/transfer application with their supervisor at the time the application is submitted to Employment.

Benefits, including annual and sick leave already accrued by the employee, will carry forward after the transfer or promotion between UGA departments. Annual leave taken by the employee will be charged to the department of record at the salary rate in effect at the time the leave begins, regardless of when it was earned.

Upon movement of an employee among institutions or departments of the University System, accumulated sick leave, retirement benefits and service continuity will be transferred if there is no actual break in service. Utilization or transfer of accrued annual leave will be based upon mutual agreement of the institutions involved and must comply with Board of Regents policies. Transfer of accrued vacation balance will not exceed forty-five (45) days.

Forms/Instructions

END OF EMPLOYMENT SECTION:

<http://www.policies.uga.edu/FA/nodes/view/1152/End-of-Employment-Issues>

HR EMPLOYMENT DEPT:

<http://www.hr.uga.edu/employment>

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

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Policy Dates

Effective Date:

Date Last Updated: 07/26/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: