

COMPENSATION AND BENEFITS: PROMOTIONS, DEMOTIONS, TRANSFERS, AND REASSIGNMENTS

SECTION ONE: PURPOSE

- 1.01** The purpose of this regulation is to outline the procedure to ensure fair promotion, demotion, transfer, and reassignment of employees in accordance with applicable laws and rules.

This regulation applies to all employees at the College District.

SECTION TWO: APPLICABILITY DEFINITIONS

- 2.01** "Promotion" means an employee is hired into a position with a higher salary or title than the employee's current position.

"Demotion" means an employee moves to a position that has a lower salary or title than their current position.

"Lateral move" means an employee is hired into a position with the same salary and title classification as the employee's current position.

"Reassignment" means an employee is moved from one department to another, but the position does not change.

"Internal Equity" means the comparison of like positions with similar salaries.

SECTION THREE: PROMOTIONS

- 3.01** The scope and responsibilities of the new position and internal equity with current incumbents will be considered when making the corresponding salary adjustment for promotions. The Human Resources Department will use the same guidelines for determining the appropriate salary in a promotion as they would for a new hire.

In no case should an employee receive a salary decrease in conjunction with a promotion.

The promotional increase is limited to a max of 15% unless the adjustment is internally inequitable. Human Resources will make the determination.

An adjustment for internal equity must fall within the salary range of the new position and be approved by the Senior Director of Human Resources, Vice President of Academic Affairs, and Vice President of Business Affairs.

SECTION FOUR: DEMOTIONS

- 4.01** Internal equity will be used to calculate the salary for a demotion, not to exceed the maximum of the salary of other employees in a similar position.

SECTION FIVE: LATERAL MOVE

- 5.01** A salary offer that is equal to the employee's current salary will be made for a lateral move unless internal inequity exists as determined by Human Resources. Changes based on internal equity require the approval of the Senior Director of Human Resources, Vice President of Academic Affairs and Vice President of Business Affairs. In no case should an employee receive a salary decrease in conjunction with a lateral move.

SECTION SIX: REASSIGNMENTS

- 6.01** No reassignment should result in a salary increase. The reassignment may lead to a job analysis review.

If the employee is moving to a department within the authority of their existing supervisor, the reassignment does not require the approval of the Vice President of Academic Affairs and Vice President of Business Affairs. However, it does require the approval of the Senior Director of Human Resources.

The Vice President of Business Affairs is responsible for reviewing and updating this regulation. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.