

ARTICLE 30
TRANSFER, PROMOTION, AND RECLASSIFICATION

A. DEFINITIONS

1. Transfer: The change of an employee from one position to another position within the bargaining unit which is in a class having the same salary range maximum.
2. Promotion: The change of an employee from one position to another position within the bargaining unit which is in a class having a higher salary range maximum.
3. Reclassification: A change in the classification of a position to a different classification within the bargaining unit.
4. Reclassification from a unit to a non-unit position will occur per Article 01 – Recognition.

B. RELEASE TIME FOR UNIVERSITY INTERVIEWS

Employees who are scheduled for a University job interview at the same location as the employee's current position or at another systemwide location other than their own, shall be granted reasonable time off with pay, as determined by the University, if the interview has been scheduled during the employee's normal work hours. Paid time off under this provision shall not exceed four (4) hours per interview.

C. FILLING VACANT POSITIONS

1. An active vacant bargaining unit career position shall be filled in the following order:
 - a. by recall of a qualified indefinitely laid off non-probationary career employee in accordance with Article 12 – Layoff and Reduction in Time,
 - b. by preferential rehire of a qualified indefinitely laid off non-probationary career employee in accordance with Article 12 – Layoff and Reduction in Time, and
 - c. by any other qualified applicant.
2. An eligible employee who has been laid off and is rehired at another University location within the employee's period of recall will be eligible for the following, only if the employee is eligible for recall, as a result of no break in service:
 - a. reinstatement of all sick leave accumulated from prior service,
 - b. reinstatement of vacation accrual rate,
 - c. calculation of University service based on full-time equivalent months (or hours) of University service, and
 - d. buy-back of UCRS service credit according to the University Benefit Regulations.

3. When "other qualified applicants" are substantially equally qualified, the University shall first consider providing transfer and promotion opportunities to qualified career employee applicants, including considering their work performance history and experience.
 - a. Among equally qualified employee applicants for promotion or transfer, seniority and performance in positions with relevant experience will be given substantial weight.
 - b. An employee who was interviewed for a transfer or promotion within the bargaining unit and was not selected may request an explanation of the reason for non-selection. The University shall provide a response within ten (10) business days of receipt of the employee's request.
4. In those instances where the University is considering the employment qualifications of individuals available for reasonable accommodation or reemployment following medical separation, the provisions of Section C.1 need not apply.

D. EMPLOYEE TRANSFERS/PROMOTIONS

1. In considering an employee for transfer and promotion, the University shall consider the employee's University work, performance, and experience.
 - a. This may include consideration of licensure, certifications, experience, seniority, skills and abilities, performance evaluations, job references, and disciplinary issues within the last two years, if any.
2. Upon promotion, an employee shall be granted a salary increase at least to the minimum of the new salary range or four percent (4%), whichever is greater, provided that the new rate does not exceed the maximum of the new class.
3. In accordance with each location's practice, the University shall inform employees of career development and/or training programs which might assist them with transfers and/or promotions.
4. All employees who are transferred and/or promoted will receive all documentation in a written statement of employment, per Article 05 – Employment Information.

E. REQUEST FOR RECLASSIFICATIONS

1. Classification Review Process
 - a. An employee, or the Union on the employee's behalf, may request a review of the classification of their position. The review shall be based on the employee's job description, as approved by the employee's supervisor.
 - b. If the employee makes the request for review of a classification and the supervisor fails to respond within sixty (60) calendar days, the employee may forward the request to the designated University office responsible for classification review.
 - c. The response from the University office, as soon as practicable but no later than ninety (90) days, shall be directed to the supervisor with a copy to the employee.

- d. An employee may request a review of a decision denying a reclassification. The request for a review shall be made in writing to the Human Resources Office within thirty (30) calendar days of the date on which the reclassification decision was issued. The request shall state the basis upon which the employee is requesting a review. The result of the review shall be issued in writing by a representative of the Human Resources Office. The representative who issues the second decision may not be the same individual who performed the initial review.

2. Salary Adjustments

- a. Any salary increase resulting from a reclassification shall be retroactive to the first of the month, or first full pay period following the first of the month for biweekly paid employees, following the date on which the request to the designated University office was received.
- b. Upon upward reclassification, an employee shall be granted a salary increase at least to the minimum of the new salary range or four percent (4%), whichever is greater, provided that the new rate does not exceed the maximum of the new class.
- c. Upon reclassification to a position with a different salary range maximum, an employee shall receive a salary that is within the range of the new classification.

3. Employees in Entry Level (I) Title

- a. Employees in Entry Level (I) titles (e.g. Student Services Advisor I, Research Compliance Analyst 1, etc.) may request to be reviewed for promotion to Intermediate Level (II) titles (e.g. Student Services Advisor 2, Research Compliance Analyst 2, etc.) when they have served two (2) full years in the position.
- b. The following obligation shall occur only once and shall not be subject to repetition under this or any successor Agreement: Within one hundred and eighty (180) days of ratification of this Agreement, the University shall initiate the review process for employees in Entry Level (I) titles who met the eligibility requirements for their experience grade, as set forth in Section E.3.a, as of the date of ratification. No employee who becomes eligible after the date of ratification shall be included pursuant to this provision. Nothing herein guarantees promotion, and promotions, if any, shall remain subject to the University's established criteria and approval processes. This provision shall not establish any ongoing, recurring, or future obligation.
- c. Nothing precludes the University from promoting an employee at any time when experience, job duties and/or specialized knowledge warrant promotion.