



**BOISE STATE UNIVERSITY**

University Policy 7640

## Promotions, Transfers, Demotions, and Interim Appointments

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### **Effective Date**

October 25, 2021

### **Last Revision Date**

January 09, 2024

### **Responsible Party**

Human Resources and Workforce Strategy, (208) 426-1616

### **Scope and Audience**

This policy applies to all Classified and Professional Employees.

This policy does not apply to faculty, student employees, temporary employees, or Classified Employees outside Boise State University who are seeking a promotion, transfer, or demotion to the University. For Reclassifications, see University Policy 7650 (Compensation).

This policy does not apply to disciplinary demotions for adequate cause (see University Policy 7430 - Classified Employees Disciplinary Action and University Policy 7450 - Classified Employees Due Process and Appeal Procedures).

### **Additional Authority**

- IDAPA 15.04.01-124, 129, 159, 169, 179
- University Policy 1060 (Non-discrimination and Anti-harassment)
- University Policy 1070 (Equal Opportunity Statement, Veterans' Preference, and Affirmative Action)

- University Policy 7005 (Background Verifications)
  - University Policy 7420 (Classified Employees Layoff and Reemployment Preference)
  - University Policy 7650 (Compensation)
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## **1. Policy Purpose**

To provide the requirements and guidelines for Classified and Professional Employee promotions, transfers, non-disciplinary demotions, and interim or acting appointments.

## **2. Policy Statement**

Boise State University recognizes the importance of employee growth and development and supports and encourages its employees to apply for internal opportunities of interest that would advance their professional careers or broaden the scope of their work experience. As such, an employee's expression of interest in a transfer, demotion, or promotional opportunity within the university must not be used to adversely affect the status of their current employment.

## **3. Definitions**

### **3.1 Credited State Service**

Service hours earned by eligible State of Idaho employees. One hour of Credited State Service is earned for each hour worked or for each hour of accrued leave taken.

### **3.2 Permanent Status**

A Classified Employee who has satisfactorily completed a probationary period as required for their classification, generally 1,040 hours of Credited State Service.

## **4. Procedures**

A supervisor should consult with Human Resources and Workforce Strategy before initiating a promotion, transfer, demotion, or interim or acting appointment to ensure completion of any required forms and approvals.

## 5. Promotions

### 5.1 Classified Employees

- a. A Classified Employee may be promoted to a vacant position in a higher pay grade if the employee has achieved Permanent Status and has a current performance evaluation rating of “Achieves Performance Standards” or better.
- b. A Classified Employee seeking promotion must meet the minimum qualifications for the position by successfully completing the appropriate exam.
- c. A Classified Employee who accepts a promotion must successfully complete a promotional probationary period of at least six (6) months or 1,040 hours of Credited State Service. Classified Employees serving a promotional probationary period have continued Permanent Status in the classification from which they were promoted until they have successfully completed their promotional probationary period. A Classified Employee who is on promotional probation while taking paid parental leave under University Policy 7610 (Paid Parental Leave) may have their probationary hours extended equivalent to the amount of paid parental leave taken.

### 5.2 Professional Employees

- a. In consultation with Human Resources and Workforce Strategy, a Professional Employee may be promoted into a vacant position within their own department as long as the employee was previously hired through the university’s open and competitive recruitment and hiring process, the employee meets the minimum qualifications for the position, and the employee has demonstrated satisfactory performance in their current position or has a current performance evaluation rating of “Achieves Performance Standards” or better.
- b. A Professional Employee seeking a promotion outside their department must apply for the position through the appropriate posting, unless an exception is granted to the open and competitive hiring process (see University Policy 7630 - Recruitment and Hiring).

## 6. Transfers

### 6.1 Classified Employees

- a. A Classified Employee may transfer from their current position to a vacant position in the same classification as long as the employee has demonstrated satisfactory performance in

their current position or has a current performance evaluation rating of “Achieves Performance Standards” or better.

- b. A Classified Employee may transfer to a vacant position in a different classification, but in the same pay grade, provided the employee has Permanent Status, meets the minimum qualifications for the position, and has a current performance evaluation rating of “Achieves Performance Standards” or better. The employee transferring to a different classification may be required to pass an examination for the classification to which transfer is desired at the discretion of the President, or designee.

## **6.2 Professional Employees**

- a. In consultation with Human Resources and Workforce Strategy, a Professional Employee may transfer into a vacant position within their own department as long as the position is in the same pay grade, the employee was previously hired through the University’s open and competitive recruitment and hiring process, the employee meets the minimum qualifications for the position, and the employee has demonstrated satisfactory performance in their current position or has a current performance evaluation rating of “Achieves Performance Standards” or better. The transferring supervisor and receiving supervisor should coordinate a start date to ensure continuity of business operations.
- b. A Professional Employee seeking a transfer outside their department must apply for the position through the appropriate posting, unless an exception is granted to the open and competitive hiring process (see University Policy 7630 - Recruitment and Hiring).

## **7. Demotions (Non-disciplinary/Voluntary)**

### **7.1 Classified Employees**

#### **7.1.1 Voluntary Demotion**

A Classified Employee with permanent status may voluntarily demote from their current position to a vacant position in a lower pay grade as long as the employee meets the minimum qualifications for the classification and the demotion is requested or accepted by the employee and approved by the hiring supervisor.

#### **7.1.2 Voluntary Demotion in Lieu of Layoff**

- a. A Classified Employee with permanent status may choose to accept a voluntary demotion within their layoff unit rather than be laid off (see University Policy 7420 - Classified

Employees Layoff and Reemployment Preference). The employee may only be offered the option to voluntarily demote into a classification in which the employee previously held permanent status at the university. If the classification has been deleted, the employee may voluntarily demote into the classification's successor. The employee must meet the classification's current minimum qualifications and any minimum qualification specialities required for the position.

- b. The option to voluntarily demote rather than be laid off may not be offered to an employee if it would cause another employee with greater retention points to be laid off.
- c. If an employee chooses to accept a voluntary demotion rather than be laid off, the employee must notify the President, or designee, of their acceptance no later than three (3) University business days after receiving written notification of the layoff and opportunity to voluntarily demote. The employee must respond in writing, or as instructed in their notification. If the employee does not accept the voluntary demotion, or fails to respond, the employee will be laid off and placed on their classification's register with reemployment preference as outlined in University Policy 7420 (Classified Employees Layoff and Reemployment Preference).
- d. Classified Employees in limited service appointments are not eligible for a voluntary demotion if the voluntary demotion would result in the displacement of another employee. However, an employee in a limited service appointment may be offered a voluntary demotion to a vacant position if approved by the president, or designee.

### **7.1.3 Voluntary Demotion Due to Failure to Complete Promotional Probation**

- a. A Classified Employee on promotional probation who fails to meet performance expectations, and whose actions do not support a potential violation of IDAPA 15.04.01-190 (see University Policy 7430 - Classified Employees Disciplinary Action), may voluntarily demote to a vacant position in any classification in which the employee held permanent status as long as the employee meets the current minimum qualifications for that classification.
- b. If more than one (1) option exists for demotion, the employee should be placed in the higher paid position; however, the specific assignment is up to the President, or designee.
- c. If no position is available for the voluntary demotion, the employee may be laid off (see University Policy 7420 - Classified Employees Layoff and Reemployment Preference).

## **7.2 Professional Employees**

- a. A Professional Employee may voluntarily demote into a vacant position within their own department as long as the employee was previously hired through the university's open and competitive recruitment and hiring process and the employee meets the minimum qualifications for the position.
- b. A Professional Employee seeking a voluntary demotion outside their department must apply for the position through the appropriate posting, unless an exception is granted to the open and competitive hiring process (see University Policy 7630 - Recruitment and Hiring).

## **8. Interim and Acting Appointments**

### **8.1 Acting Appointments - Classified Employees**

- a. A Classified Employee may be appointed to a Classified position in a higher pay grade as long as the employee has Permanent Status and meets the minimum qualifications for the position's classification.
- b. An acting appointment may be used to temporarily fill a position when the incumbent in the higher classification is on an authorized leave of absence, or a vacancy exists and there is no agency register with reemployment preference status with names of eligible candidates who are willing to accept reemployment, nor adequate agency register for the classification.
- c. An acting appointment must not exceed 1,040 hours of Credited State Service, unless an extension is approved through Human Resources and Workforce Strategy.
- d. The employee in the acting appointment will return to their previous position, PCN, and compensation rate once the vacated position is filled, the reorganization is complete, or the current incumbent has returned from their leave of absence.

### **8.2 Interim Appointments - Professional Employees**

- a. A Professional Employee may be offered an interim appointment to fill a position on a temporary basis while a search is being conducted, a department/unit reorganization is taking place, or the current incumbent is on an authorized leave of absence.
- b. An employee in an interim appointment assumes the duties and responsibilities of the vacated position, including the PCN.

- c. The employee in the interim appointment will return to their previous position, PCN, and compensation rate once the vacated position is filled, the reorganization is complete, or the current incumbent has returned from their leave of absence.

## **9. Background Verification**

Certain positions may require the employee to undergo a background verification as required under University Policy 7005 (Background Verification). All offers of promotion, transfer, or demotion requiring a background verification are conditioned upon a successful outcome from the Background Verification. An employee may be subject to dismissal if the employee is promoted, transferred, or demoted and later deemed ineligible for employment as a result of the background verification.

## **10. Compensation and Benefits**

- a. The compensation offered to an employee seeking a promotion, transfer, demotion, interim, or acting appointment must be reviewed and approved by Human Resources and Workforce Strategy and meet the compensation requirements under University Policy 7650 (Compensation).
- b. The employee will be eligible for benefits based on the new position, work status, and employment status.

## **11. Internal Reference Checks**

- a. A supervisor should conduct a reference check before extending a contingent offer for a promotion, transfer, or demotion. The reference check should be conducted in the same manner as a reference check for an external candidate.
- b. The prospective supervisor should also review the employee's performance evaluations and any other pertinent performance-related information in the employee's personnel file. The supervisor should contact Human Resources and Workforce Strategy to schedule an appointment to review the contents of the personnel file. As a courtesy, the candidate should be notified before conducting a reference check.

## 12. Related Information

University Policy 7570 (Accommodating Disabilities in the Work Environment)

University Policy 7630 (Recruitment and Hiring)

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## Revision History

January 09, 2024