



UNIVERSITY of
DENVER

UNIVERSITY OF DENVER POLICY MANUAL EMPLOYEE MOVEMENT PROCEDURES

Responsible Department: Human Resources

Recommended By: Provost and Executive Vice Chancellor, SVC
Business and Financial Affairs and Interim Vice Chancellor of
Human Resources and Inclusive Community

Approved By: Chancellor

Policy Number

5.10.010

Effective Date

1/1/21

I. INTRODUCTION

The University of Denver strives to provide an environment where all employees are encouraged to succeed. This document establishes definitions and processes for promotions, transfers, and reclassifications in order to inform employees about employee movement.

II. POLICY OVERVIEW

Promotions are encouraged to foster personal and professional growth within an individual's career. Supervisors are encouraged to consider internal candidates from their own unit or department as well as from other units or departments throughout the University.

A promotion is the movement upward of a benefitted staff member to a [higher grade](#), higher pay, and higher job level either within the same department or to another department due to a change in duties rather than a market adjustment in salary. A promotion is advancement to a job that requires a substantially higher level of competency and substantially greater responsibilities.

Promotions can occur through internal and external competitive searches, natural career progression, reclassification, or direct appointment with appropriate waivers (refer to the Waiver of Posting Procedures for more information). Expressing an interest in a promotion within the University will not adversely affect a staff member's current employment. The position number may or may not change because of the promotion.

Eligibility:

A staff employee that meets all of the below criteria is eligible to be considered for a promotion:

- The employee is a current, benefitted staff employee
- The employee has completed a minimum of 90 days of successful service in a benefitted position
- The employee's current performance has a rating of meets job expectations or higher
- The employee meets all of the minimum job qualifications for the position

The University of Denver provides equal opportunity in employment, educational activities, and other programs to all employees, students, and applicants. The University shall not discriminate against any person in the University's education or employment programs and activities on the basis of race, color, national origin, ancestry, age (40 and over), religion, creed, disability, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, military enlistment, veteran status, or genetic information.

- The employee has not received formal performance counseling within the previous six months of employment (exceptions to this criterion require the approval of the current supervisor, the interviewing supervisor, and the HR Partner)

III. PROCESS/PROCEDURE OVERVIEW

RECLASSIFICATION

Purpose:

When the business requirements of a job change, resulting in a material change to the role, this necessitates a review for potential reclassification. HR Compensation evaluates the duties, responsibilities, minimum qualifications of the position and market surveys confirm that the role is classified correctly.

Definition:

A reclassification is a review of the job duties required for a position that leads to a change (upward or downward) in the grade, level, or title. This change may result in a pay change (upward or downward). In this situation, the position number for the role does not change.

Eligibility:

All benefitted staff are eligible for a reclassification review with supervisor approval.

TRANSFER

Purpose:

Transfers encourage employee movement and knowledge transfer among teams, departments, and divisions. Typically, a transfer involves applying for an open position within the University through the recruitment process.

Expressing an interest in a transfer within the University will not adversely affect a staff member's current employment.

Definition:

A transfer is movement from one position to another at the same level and pay grade. A transfer could result in a title change or a slight pay change. The position number associated with the employee will change as the result of a transfer.

Eligibility:

A staff member meets all of the below criteria is eligible to be considered for a transfer:

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- The employee is a current, benefitted staff employee
- The employee has completed a minimum of six months of successful service in a benefitted position
- The employee's current performance has a rating of meets job expectations or higher
- The employee meets all of the minimum job qualifications for the position

Process

- For all promotions, reclassifications and transfers, the division business officer in collaboration with HR Partner submits a job description and org chart to [HR Compensation](#)
- HR Compensation will review the job description, as well as internal and external market data, to determine the appropriate salary grade, title, and range.
- For internal candidates, their current supervisor will be contacted for a reference.
- Once HR Compensation has approved the promotion, reclassification, or transfer, the division business officer will enter the appropriate workflow request.

REQUESTS FOR RETROACTIVE SALARY ADJUSTMENTS

Salary adjustments will be made effective retroactive to the first day of the current pay period. If paperwork is delayed past the payroll deadline and the delay requires retroactive pay, salary adjustments can only be backdated up to 30 days. Back pay will be included in the employee's next regular payroll check once the record has been updated. If there are extenuating circumstances over which the unit had no control that would dictate backdating a pay increase more than 30 days, the unit must request approval from the Vice Chancellor for Human Resources or the Senior Vice Chancellor for Finance and Treasurer.

IV. DEFINITIONS

Promotion - the movement upward of a benefitted staff employee to a [higher grade](#), higher pay, and higher job level either within the same department or to another department due to a change in duties and not due to a market adjustment in salary. A promotion is advancement to a job that requires a substantially higher level of competency and substantially greater responsibilities.

Date Revised	Purpose	Effective Date	Approved by

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