

**SUBPART 6-3**  
**PERSONNEL TRANSACTIONS, CAREER DEVELOPMENT,**  
**APPRENTICESHIP PROGRAM, INTERIM ASSIGNMENTS,**  
**AND MODIFICATION OF WORK ASSIGNMENTS**

**Sec. 6-301. Statement of Principles.** Where practicable, the University will recognize opportunities for current employees in reorganizations, transfers, modification of assignments and promotions. The President, or his/her designee, shall establish policies and procedures to effectively support this concept. In some cases, a collective bargaining agreement (CBA) may define promotional opportunities for its members.

*Cross Reference:*

Subpart 7-1. Equal Employment Opportunity Policy.

Subpart 7-3. Policy on Non-Discrimination.

Human Resources Policies and Procedures, *Combined Personnel Transactions/Individual Salary Increases*

Human Resources Policies and Procedures, *Promotions and Transfers*

**Sec. 6-302. Combined Personnel Transactions.** The President shall notify the Board in writing, at least 14 calendar days in advance, of combined personnel transactions that will result in an individual employee salary increase of 10% or \$5,000 or more, whichever is greater or an aggregate salary cost increase of \$15,000.

*Cross Reference:*

Human Resources Policies and Procedures, *Combined Personnel Transactions/Individual Salary Increases*

Human Resources Policies and Procedures, *Promotions and Transfers*

**Sec. 6-303. Promotions/Job Transfers.**

(1) To encourage career development and support University operations, the University will attempt, whenever practicable, to promote or allow the transfer of qualified employees. All employees are encouraged to apply through the search process for positions for which they are qualified.

(2) In no case shall an employee be eligible to become a Dean or a Vice President without the benefit of a full external search process.

*Cross Reference:*

Human Resources Policies and Procedures, *Promotions and Transfers*

**Sec. 6-304. Apprenticeship Program.** The Apprenticeship Training Program of the University is registered with the Bureau of Apprenticeship and Training of the United States Department of Labor. The University reaffirms its Equal Employment Opportunity Policy in the recruitment, selection, employment, and training of the apprentices without illegal discrimination or other considerations that cannot lawfully be the basis for apprenticeship selection. The University reaffirms that it shall make good-faith efforts to enter minorities and women into the apprenticeship program based upon labor market availability and in accordance with federal and state law and regulations.

*Cross Reference:*

Part 7. Equal opportunity and non-discrimination policy.

**Sec. 6-305. Interim Assignments.**

(1) Interim assignments of up to 2 years may be made by the Board for presidential or vice presidential duties, or by the President and/or vice presidents for all other interim assignments.

(2) The President, or his/her designee, will establish policy to administer the interim assignments for all related issues including compensation and benefits

*Cross Reference:*

Human Resources Policies and Procedures, *Interim Assignments*

**Sec. 6-306. Exceptions.** The President may grant exceptions to this subpart and any policies implemented in its support, after consultation with Human Resources and the Director of Employee Relations and Affirmative Action except:

- (1) the interim assignment of presidential or vice presidential duties
- (2) Sec. 6-302 notice requirement
- (3) the prohibition of promoting a dean or vice president without benefit of an external search.

These exceptions may only be granted by the Board.

*Cross Reference:*

Sec. 6-001. Definitions.

Human Resources Policies and Procedures, *Combined Personnel Transactions/Individual Salary Increases*

Human Resources Policies and Procedures, *Interim Assignments*

Human Resources Policies and Procedures, *Promotions and Transfers*

*Prior Board Action:*

Entire Subpart 6-3 included in October 19, 2001 Codification, Phase I.

Entire Subpart 6-3 included in October 22, 2004 Codification, Phase II.