

## Transfer: Promotional, Lateral, and Demotional

201.61

### I. Policy

The University may reassign staff members by transferring them from one position to another in the same or another classification. Transfer will be made without regard to the non-relevant factors of race, creed, color, national origin, ancestry, age, or sex except where sex or age are bona-fide occupational requirements.

### II. Regulations and Definitions

#### A. Promotion

A promotion is movement to a position in another classification at a greater level or responsibility.

1. A promotional transfer will normally be accompanied by an increase in compensation.
2. Vacancies will not normally be filled from outside the University until a reasonable effort has been made to consider qualified University staff members.
3. The transfer date normally should not be later than four (4) weeks from the date of acceptance by a staff member.
4. A promotion may be initiated by the University or as the result of consideration of a request by a staff member.

#### B. Lateral

A lateral transfer is movement to a position in the same classification or to a position in another classification at a similar level of responsibility.

1. A lateral transfer may be initiated by the University or as the result of a request by a staff member.
2. A change in salary will not normally accompany a lateral transfer.
3. The transfer date normally should not be later than four (4) weeks from the date of acceptance by the employing unit.

#### C. Demotional

A demotional transfer is movement to a position in another classification at a lesser level of responsibility.

1. A demotion may be initiated by the University or as the result of consideration of a request by a staff member, when factors beyond the control of the staff member or supervisor prevent the staff member from effectively performing in his current position.
2. A demotion may not be used as a form of disciplinary action.
3. A demotion would normally be accompanied by a reduction in salary.

D. No staff member is guaranteed a transfer.

E. Staff members must have prior satisfactory work performance in order to be given consideration for a promotional transfer.

### III. Procedure

#### A. Promotional Transfer

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**RESPONSIBILITY**

**ACTION**

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Employing Unit	1. Submit a "Request for Personnel" (Form 5197) or Notification of Open Position (Form 9823) when an opening has been created or will develop through attrition.
Employment Section or the Office of Professional/Administrative Staff Services	2. Review with employing unit, alternatives for filling the position. <ul style="list-style-type: none"> <li>a. Promotable staff members from within the employing unit.</li> <li>b. Promotable staff members outside the employing unit.</li> <li>c. Outside applicants for employment.</li> </ul> 3. Post the position and screen the applicants.
Employing Unit	4. Select replacement.
Employment Section or the Office of Professional/Administrative Staff Services	5. Coordinate starting date and pay increase and communicate with the promoted staff member, the receiving department and the staff member's present department. 6. Complete the Request for Personnel Form 5197 or 9823 and send it to the Compensation Section for processing.

B. Lateral Transfer

<b>RESPONSIBILITY</b>	<b>ACTION</b>
Employing Unit	1. Submit a "Request for Personnel" (Form 5197) or Notification of Open Position (Form 9823) when an opening has been created or will develop through attrition.
Employment Section or the Office of Professional/Administrative Staff Services	2. Post the position and screen the applicants. 3. Clear incumbents for interview and/or refer applicants for employment for interview.
Employing Unit	4. Select replacement.
Employment Section or the Office of Professional/Administrative Staff Services	5. Coordinate starting date and communicate with the staff member, the receiving department and the staff member's present department. 6. Complete the "Request for Personnel" (Form 5197) and send it to the Compensation Section for processing.

C. Demotional Transfer

<b>RESPONSIBILITY</b>	<b>ACTION</b>
Employing Unit	1. Inform Employment Section concerning the need for demoting a staff member. 2. If the problem is associated with misconduct and may not reasonably be resolved by transfer: <ul style="list-style-type: none"> <li>a. Send information received to the Employee and Union Relations Section.</li> </ul>
Employee and Union Relations Section	b. Discuss problem with the supervisor and provide guidance to resolve the problem.
Employment Section or the Office of	3. Assist the staff member and the employing unit supervisor in the location and/or assignment to a less responsible classification which

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Staff Services

he is able to perform, either within the department or elsewhere  
within the University.

4. Coordinate starting date and communicate with the staff member, the receiving department, and the staff member's present department.
  5. Complete the "Request for Personnel" (Form 5197) and send it to the Compensation Section for processing.
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Applies to:  
Regular primary, coaches in the  
athletics job family,  
professional/administrative (excluding  
instructional and those in bargaining  
units\* ), and technical staff members

Owner:  
University Human Resources and the  
Office of the Provost and Executive  
Vice President for Academic Affairs

Primary Contact:  
University Human Resources and the  
Office of the Provost and Executive  
Vice President for Academic Affairs

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