

I. POLICY

It is the policy of Eastern Virginia Medical School to fill positions with the best qualified and best suited candidates, and to promote, transfer and demote employees in a consistent and equitable manner without regard to race, sex, age, color, religion, national origin, disability, genetic information, veteran status, or marital status. All promotions, transfers, lateral moves and/or demotions must be administered in accordance with this policy and with the approval of the EVMS Director of Human Resources or his/her designee prior to the effective date of any proposed change.

II. DEFINITIONS

Transfer - a permanent move of an employee to a position within the same pay grade to another department. There is no change of compensation associated with a Transfer and the employee's annual review date stays the same.

Lateral Move - a permanent move of an employee to a position within the same pay grade within the same department. There is no change of compensation associated with a Lateral Move and the employee's annual review date stays the same.

Promotion - a permanent move of an employee to a higher pay grade. Promotions may involve a move within a department or a move to another department. Assuming other duties for a brief temporary period of time does not constitute a Promotion and would not entitle the employee to permanent additional compensation. The employee's annual review date stays the same with a Promotion.

Demotion - a permanent move of an employee to a lower pay grade with decreased responsibility, complexity of duties, and lower qualifications. Demotions may involve a move within a department or a move to another department and may be voluntary or involuntary. The annual review date will be changed to the date of the demotion.

Reclassification – the permanent change to the position title, duties, and/or responsibilities for one or more vacant or occupied positions for which imminent restructuring must occur as a result of changes in the objectives, nature of work, organization, staffing requirements, or technology of a department or because a position was initially incorrectly classified.

III. PROCEDURE

A. Transfer/Lateral Move/Promotion.

1. Employees that are in a new employee trial period or probationary status are not eligible for Transfer, Lateral Move, or Promotion.

2. No Transfer, Lateral Move, or Promotion may go into effect while an individual is on leave.
3. The Lateral Move or Promotion of employees to other vacant positions within the same department may not occur without the department having posted the vacancy on the EVMS Job Board. Human Resources must determine if the staff member is qualified for the position before a commitment to transfer or promote the individual is made by a department.
4. In the event an employee is being considered for Transfer or Promotion to a position in a different department, the hiring supervisor will coordinate the Transfer or Promotion through Human Resources prior to making a commitment to the employee.
5. Employees interested in applying for a vacant position outside of their departments must inform Human Resources in writing and submit an updated resume or application. Each employee applicant shall be evaluated for Transfer or Promotion based on the employee's ability to perform the basic minimum qualifications for the position to which they have applied as set forth in the position description. Staff that accept a Promotion or Transfer to another department must give their present supervisor at least two weeks' notice unless otherwise approved by Human Resources. Faculty must give at least 1 month notice unless an alternate notice period is agreed on by both departments involved in the transfer.
6. Employees that accept a Lateral Move, Transfer or Promotion may be subject to a trial period at the discretion of their new supervisor. Any requirement of a trial period must be communicated to the employee at the time an offer is extended. No change in pay will be associated with completion of the trial period.
7. Change of status from transient employee to part-time or full-time permanent employee will be considered a Promotion.
8. Salary adjustments for all Promotions shall be in accordance with Section D below.

B. Demotion.

1. An employee may voluntarily request Demotion to a position within their existing department, or to a new department, to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons. All voluntary Demotions shall be managed by and through Human Resources.
2. A supervisor may request Demotion of an employee when such employee is unable or unwilling to meet performance standards set forth in the employee's position description. All involuntary Demotions shall be managed by and through Human

Resources.

3. Salary adjustments for all Demotions shall be in accordance with Section D below.

C. Reclassification. All potential Reclassifications must be managed by, and approved by, Human Resources prior to any change or announcement of any change. Reclassifications may result in Promotion, Transfer, Lateral Move, or Demotion of employees. Any salary adjustments resulting from a Reclassification shall be in accordance with Section D below.

D. Adjustments to Pay and Benefits. Salary adjustments for Promotion or Demotion will be determined by the Department of Human Resources as follows to ensure consistency and maintain pay equity throughout EVMS:

1. *Promotion*. Determination of the new rate of pay will be made by Human Resources based on a combination of the employee's education and years of relevant experience, as determined in the sole discretion of Human Resources, at the time of Promotion. In the event that such determination results in a new rate of pay that is lower than the employee's current salary, the employee will receive a salary increase of 5% over his/her current salary for each pay grade advanced. The new salary, however, shall not exceed the maximum rate of pay for the pay grade or availability of department funds. Other factors that may also be considered in determining the amount of a promotional pay increase, including the timing of the promotion in relation to the last pay increase the employee received and, at the discretion of Human Resources, the new salary may be combined with any periodic salary adjustment.
2. *Demotion*. Determination of the new rate of pay will be made by Human Resources based on a combination of the employee's education, years of relevant experience, as determined in the sole discretion of Human Resources, and circumstances related to the Demotion. In the event that such determination results in a new rate of pay that is higher than the employee current rate of pay, the employee will receive a salary decrease of 5% under his/her current salary for each pay grade demoted. The new salary, however, shall not exceed the maximum of a pay grade, nor shall any decrease result in a salary below the minimum of the pay grade.