

## 6.4 STAFF PROMOTION, DEMOTION, TRANSFER, AND LIMITED TO CAREER (ALL VIA THE RECRUITMENT PROCESS)

### Overview

Currently, all staff promotions, demotions, transfers, and limited to career actions through a recruitment action are processed and entered into the PPS system by Staff Human Resources Employment.

### Policy Summary

#### Promotion

The change of an employee through recruitment from one position to another position in a class having a higher salary range maximum is termed a **promotion**.

#### Demotion

The change of an employee from one position to another position which is in a class having a lower salary range maximum is termed a **demotion**.

#### Lateral Transfer

The change of an employee from one position to another in the same class or in another class with the same salary range maximum is termed a **lateral transfer**.

#### Limited to Career

A **limited to career action via open recruitment** occurs when an employee who holds a limited appointment is selected to fill a career position after the recruitment process has been completed.