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.