



4.5.10 Promotions and Transfers

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: December 2001
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: December 2001

I. Purpose

The purpose of this policy is to provide greater opportunities for promotion from within and to improve the upward mobility potential for qualified UT Health San Antonio employees. The policy is designed to provide equal employment opportunity to all employees.

II. Scope

The policy applies to classified employees of UT Health San Antonio.

III. Policy

A. General Policy

The procedures below provide for the filling of regular classified position vacancies have been developed to encourage and support career advancement of UT Health San Antonio (UTHSA) employees, provide effective placement of job applicants, and assure compliance with the University’s Affirmative Action Program. The primary objective is the selection of the best-qualified applicant for each position vacancy. Selection shall be based upon job-related work experience and performance history; applicable education and/or training; and, required skills, knowledge, and abilities. An employee will not be penalized for utilizing the promotion and transfer procedure. An employee who has reason to believe that retaliation for applying for a transfer or promotion has occurred has grounds to file an official grievance.

B. Promotions and Transfers

Employees interested in transferring to another department or for requesting a promotion should apply to Human Resources by completing an Application for Employment, Promotion or Transfer. Qualified employees who have completed a request form will be referred to departments having vacancies.

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C. Probationary Period Requirements

An employee may pursue a promotion or transfer within the department during the probationary period.

An employee may be considered for an external promotion or transfer after completing six (6) months in his or her present position. Employees who have filled a position as a result of a promotion/transfer shall not be subject to a new probationary period if the initial six (6) months of continuous employment has been satisfied.

D. Leave Balances

The employee's accrued vacation, personal and sick leave balances are transferred to the new department.

E. Transfer Clearance Procedure

The department that the employee is leaving must initiate an Exit/Clearance Form. Employees are required to complete all necessary clearance procedures, which include the return of all departmental keys, uniforms, and other departmental property and materials, on the last actual day of work.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
11/2000	Policy Origination		
12/2001	Policy Revision		