

CLARK ATLANTA UNIVERSITY

Policy 9.1.7: Personnel Actions



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Personnel Actions	
Department: Human Resources	Review/Revise Date: 02/08/10 02/24/10 03/04/10 04/07/11 05/22/15 Roman 06/05/2018	Issued By: Chief People Manager
	Effective Date: 04/07/11 06/07/2018	
Distribution: All Staff of the University	Required Approval: President	No. of Pages: 7
Ronald A. Johnson Signature of Approver		Date: 06/27/18

Table of Contents **Page**

1.0 Policy Statement..... 3

2.0 Procedure Narrative..... 3

3.0 Entities Affected By This Policy..... 6

4.0 Definitions..... 6

5.0 Desktop Procedures..... 7

1.0 Policy Statement

All personnel actions relating to employment, including but not limited to promotions, transfers, demotions, layoffs, position reclassifications, and salary adjustments must follow Clark Atlanta University's (CAU/the University) established procedures. Personnel actions are not disciplinary actions and do not take the place of disciplinary actions.

Personnel actions are initiated through the University's Staff Personnel Requisition Form and the Personnel Action Form (PAF). All personnel actions are subject to the University's Equal Employment Opportunity and Affirmative Action policies.

It is understood that the Board of Trustees and the administration of Clark Atlanta University do not relinquish any of their legal rights to appoint and remove employees or to fix compensation and terms and conditions of employment.

2.0 Procedure Narrative

Personnel actions affecting staff employees at CAU include the following:

2.1 Promotions

Promotions are based on individual merit and generally result from the reclassification of an existing position or from an employee applying for and becoming the successful candidate for an open position. In determining an employee's eligibility for promotion, the following factors are considered: performance, skills and abilities, relevant experience, professional development, and education.

A request for promotion to a higher position does not constitute sufficient grounds for dismissal or any other form of reprisal. The effective starting date for the new position is agreed to by both the current department and the hiring department but should not exceed 30 days from the announcement of the promotion.

Employees who wish to be considered for a promotion to another position at the University are encouraged, but are not required, to discuss the matter with their immediate supervisor prior to seeking information about the new position.

Employees should review job postings to determine if there are any open positions for which they are qualified and in which they are interested.

When an employee is promoted to a new position, his or her accumulated leave, retirement benefits and service record are transferred. However, the use or scheduling of accumulated annual leave is subject to the approval of the new supervisor.

At the point that the employee is determined to be a top candidate, Human Resources must and the employee should notify the employee's current supervisor.

2.2 Transfers

A transfer is the shift of an employee from one position to another within the same classification or to one with comparable skills at the same salary. Transfers occur to better utilize an employee's skill and ability, to meet specific needs of the University or to assist the employee in meeting his/her career goals. Staff interested in applying for a transfer are not required to secure the approval of their immediate supervisor.

Transfers between departments are made with the agreement of the two supervisors, the employee and the Office of Human Resources.

Employees who wish to be considered for a transfer to another position at the University are encouraged, but are not required, to discuss the matter with their immediate supervisor prior to seeking information about the new position.

When an employee transfers from one position to another, his or her accumulated leave, retirement benefits and service record are transferred. However, the use or scheduling of accumulated annual leave is subject to the approval of the new supervisor.

The effective starting date for the new position is agreed to by both the current department and the hiring department but should not exceed 30 days from the announcement of the promotion.

All transfers are subject to policy 9.1.5 Probationary Period.

Transfers resulting from reorganizations to avoid layoffs take precedence over this policy.

2.3 Demotions

A demotion is the change in an employee's status from one level of a position to a position having lesser responsibility and/or a lower starting salary. A supervisor may recommend that an employee be demoted if he or she renders unsatisfactory service or if the employee voluntarily requests a demotion.

The employee must receive in writing the reasons for the demotion and, prior to the effective date of the action, must be granted a reasonable opportunity (not less than five working days) to appeal to the next highest level of authority.

Demotions occur only if there is a position available for which the employee is qualified.

2.4 Layoffs

Because of lack of funds, program adjustments, reorganization, or other situations, the University may find it necessary to effect a general reduction in work force or reduction in a particular area(s). Human Resources assists staff members who have been laid off with possible transfers into other areas of the University based on qualifications, job performance and availability of funds.

2.5 Position Reclassifications

A position may be reclassified to another classification and title as a result of a position audit, program reorganization, or the establishment of a new classification. A reclassification occurs when a determination has been made about the actual duties and responsibilities of the position. Position reclassifications may be upward (higher grade), or downward (lower grade). The Office of Human Resources has the responsibility to routinely review the classification of all positions. An employee's request for reclassification may be submitted in writing by his or her supervisor to the Office of Human Resources.

2.6 Salary Adjustments

Salary adjustments are usually completed to keep an individual's salary within the salary range that is assigned to their position and grade and to ensure pay equity.

2.6.1 Promotions

When a staff member is promoted to a position having a higher salary grade, the staff member receives either a minimum salary adjustment to the entry level of the new classification or a 10% salary increase, whichever is higher.

2.6.2 Transfer

A staff member is not given a salary adjustment when they are transferred laterally to another position having the same title, or to a different title having the same salary grade assignment.

2.6.3 Demotion

When a classified staff member is demoted to a position of decreased responsibility or complexity of duties requiring a change of title and having a lower salary grade, the staff member's salary may remain unchanged, if it is within the salary range of the new position, or it may be adjusted to an appropriate level within the new salary range

as agreed upon by the new supervisor and Office of Human Resources. The new rate is determined by considering the circumstances related to the demotion, the staff member's employment record and their job performance.

2.6.4 Job Reclassification

Salary adjustments may be made when a position is reclassified to a higher or lower pay grade.

Employees who disagree with the result of a personnel action should discuss their concerns with either their supervisor or the Office of Human Resources.

3.0 Entities Affected By This Policy

All Faculty and Staff of the University

4.0 Definitions

Demotion: The permanent movement of a staff member from one position in one job class to a position in another job class of decreased responsibility or complexity of duties and in a lower salary range.

Position Reclassification: A position reclassification is the assignment of a new job title and/or grade to an existing position. The evaluation may result in an upward or downward move or no change in the salary grade of the position.

Promotion: The permanent movement of a staff member from a position in one job class to a position in another job class of increased responsibility or complexity of duties and in a higher salary range.

Salary Adjustment: Salary adjustments are usually completed to keep an individual's salary within the salary range that is assigned to their position and grade.

Transfer: The permanent lateral movement of a staff member from one position to another position in the same or another job class assigned to the same salary range.

5.0 Desktop Procedures

Promotions and Transfer

Step	Action
1	Employee reviews job openings and finds a position for which he/she believes they are qualified
2	Employee applies for job through CAU website
3	Human Resources and hiring supervisor reviews job applications
4	Candidates to be interviewed are identified and designated people conduct interviews with all job candidates
5	The supervisor notifies the supervisor Human Resources of the top candidates
6	The effective starting date for the new position is agreed to by both the current department and the hiring department but should not exceed 30 days from the announcement of the promotion.

Demotions

Step	Action
1	Supervisor provides written justification to Human Resources that an employee should be demoted
2	Human Resources with input from Senior Management either approves or denies the demotion
3	If the demotion is approved the employee has the option to appeal the decision to the next highest level of authority.
4	If the employee's appeal is unsuccessful the employee is demoted. If the demotion is denied the employee remains in their current position.