CDU Policy I.E.00620 Job Transfers

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00620, dated September 1, 2004

POLICY I.E.00620 Job Transfers

A. GENERAL

Charles R. Drew University wishes to provide opportunities for employee growth and advancement. The University encourages employees who are otherwise qualified to apply for positions within the University as they become available. Transfer opportunities assists employees with growth and development and helps the University retain competent employees.

B. NON-DISCRIMINATION

It is the policy of Charles R. Drew University not to engage in discrimination or harassment against any person employed by or seeking employment with the Charles R. Drew University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy\(^1\), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)\(^2\). This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

C. INTERNAL APPLICANTS

The University encourages qualified employees to apply for positions as they become available. Those involved in recruiting are encouraged to consider University employees as well as external applicants from the job market.

D. OTHER TERMS AND CONDITIONS

1. An employee who accepts a job offer from another department within the University must notify his or her supervisor at least two (2) weeks prior to the transfer taking place.
2. The effective date of transfer is determined by the supervisors of the departments that are losing and gaining the employee.
3. Normally, there is no salary increase when an employee transfers to a position in the
same grade.
4. A transfer to a position in a higher grade is considered a promotion and may warrant a salary increase.
5. A transfer to a position in a lower grade is considered a demotion and may warrant a salary decrease.

**PROCEDURE I.E.00620 Job Transfers**

1. To apply for another position within the University, the employee must be processed in the same manner as the application for employment.
2. To process a transfer, the department gaining the employee must initiate a Personnel Action Form (PAF) as outlined in the policy entitled CDU – APM I.E.00490 (Employment).
3. Salaries for all transfers will be determined in the same manner as described in the policy entitled CDU – APM I.E.00490 (Employment).
4. Positions are posted each Monday in the job bulletin, on the University web site, on the Job Information Line, and on other sites as requested by the hiring supervisor.

Applicability: All Staff Members