

**PROMOTIONS, JOB RECLASSIFICATIONS, TRANSFERS REASSIGNMENTS,
TEMPORARY ASSIGNMENTS AND POSITION OPENINGS**

ARTICLE NUMBER: 308

LAST APPROVED: June 2, 2008, February 4, 2013, May 2, 2016, January 8, 2018

REFERENCE: 300.1

OVERVIEW

Management reserves the right to utilize existing personnel or declare position openings. Promotions, reclassifications, transfers, reassignments, and temporary assignments may be directed and approved by the College President in conjunction with the Director of Human Resources and the employee's supervisor.

PROMOTIONS: 308.1

A promotion is defined as an increase in compensation to an employee which is based on either:

- A. Advancement from one's current position to a position involving increased responsibility and authority, or
- B. Demonstration of exemplary performance in one's current position in accordance with current College guidelines on performance-based advancement.

All promotions are subject to approval by the President.

JOB RECLASSIFICATION: 308.2

A job reclassification is defined as a modification of a position based on the following:

- A. A substantive change in duties, and
- B. A substantive increase or decrease in responsibility.

See Article 310.2, A. for more details.

Part-time employees interested in additional assignments are encouraged to make written application to the Director of Human Resources specifying their area of interest.

TRANSFERS: 308.3

A transfer is the lateral movement of an employee from one department to another within the same salary classification grade. Employees who desire a transfer must make written application to the Director of Human Resources for consideration.

REASSIGNMENT: 308.4

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Reassignment is the movement of an employee to another position within the College and is at the discretion of management in accordance with needs of the college.

TEMPORARY ASSIGNMENTS: 308.5

With the approval of the College President, an employee may be assigned the duties and responsibilities of a vacant position on a temporary basis. If the position is classified at a higher salary grade, additional compensation in the form of a stipend may be provided. Temporary assignments will not exceed one year, and does not guarantee permanent employment in the position. At the employee's request, a written evaluation of the performance of the temporary assignment shall be rendered and a copy shall be placed in the employee's personnel file.

ADDITIONAL ASSIGNMENTS: 308.6

Part-time employees interested in additional assignments are encouraged to make written application to the Director of Human Resources, specifying their area of interest.

POSITION OPENINGS: 308.7

Position openings will be posted internally and externally at the same time or they may be filled by promotion, transfer, reassignment, or temporary assignment. Notices of position openings shall be distributed internally, concurrent with external advertisements. Each unsuccessful applicant shall receive a timely notice of non-selection. Administrative Rules shall establish procedures of application which comply with equal employment opportunities and affirmative action guidelines reflecting the College's commitment to non-discrimination in hiring. (See General Employment Policies, 300.1)