



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.9

Title: Transfers and Promotion Policy

Implementation Date: July 8, 2015

Last Audit:

Last Revised:

Introduction

This purpose of this policy is to standardize the function of transferring and promoting employees within the Facilities Management Department by identifying minimum performance evaluation requirements necessary for transfers and promotions.

Scope

This policy applies to the promotion and transfers of all hourly employees within the ETSU Facilities Management Department.

Procedures

1. Selection for an internal posting for any transfer or promotion is based on proof of good standing as follows:
 - a. The applicant's most recent employee evaluation must have all categories at "meets expectations" or above.
 - b. In addition, the Attendance category of the applicant's last two employee evaluations, if available, must be "meets expectations" or above.
 - c. No Supervisory Counseling, per the Progressive Disciplinary Procedures, can be on file in the applicant's employee's personnel jacket for the past two years.
 - d. Hourly employees in good standing will be considered for all internal transfers and promotions. Management will conduct interviews with these applicants, focusing on customer service abilities, technical skills, prior training, and interpersonal relationships with coworkers and staff.
 - e. *Management will review all those in good standing and select the candidate that most closely matches the needs of the position.*
 - f. A criminal background check may be conducted on the candidate selected as per ETSU Human Resources Policy PPP-77.

2. Once an internal transfer has been granted, the hourly employee must remain in that position for a minimum of six months before being eligible to transfer again to another position on the same shift. The employee may transfer to a different shift or department only within the six month period.

3. *Management will review all those in good standing and select the candidate that most closely matches the needs of the position.* Facilities Management reserves the right to transfer and promote hourly employees as they deem necessary to effectively meet the needs of the University.

Responsibilities

All Facilities Management employees are responsible for adhering to this policy.

References

PPP-77: Criminal Background Check Procedures for Job Applicants, Employees, and Volunteers

Contact Persons

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