



**OFFICE of
HUMAN RESOURCES**
EAST TENNESSEE STATE UNIVERSITY

Personnel Change Form Definitions

Change Option	Definition
Extra Compensation	Monies paid to an employee for temporary/short-term work performed outside of the employee's regularly assigned duties.
Extra Assignment	Notification to a supervisor of acceptance of a secondary position. Can be within the University or external.
Promotion	The movement of an employee up in the hierarchical levels within the organization to a new position; typically includes greater knowledge & skill, a higher level of responsibility, and a pay increase; occurs outside of the audit process and results in a vacancy of the employee's former position.
Lateral Transfer	A change in job where the new job is classified at the same level, and no change in pay occurs. Normally results in a vacancy of the employee's former position.
FTE Change	A voluntary increase or decrease to an employee's FTE (Full-time equivalent), or hours worked per week.
Conversion/Track	Conversion- a change from a 9 month to a 12 month or vice versa. A change from a convertible track contract to a tenure track contract.
Interim Appointment	An employee accepts a temporary assignment to an administrative role until a vacancy is filled.
Acting Appointment	An employee accepts responsibility for an administrative role to cover for the absence of an administrator.
Critical Salary Increase	Salary increase to an employee without a corresponding change in the employee's job classification as a means to address internal or external market equity, or provide a counter-offer to retain an exceptional employee. All critical salary adjustments must first be discussed with a unit's HR Business Partner and be approved by the Vice President.
Terminal Degree Increase	One-time pay increase for employees who earn a terminal degree in their field.
CAP Salary Increase	One-time pay increase awarded to clerical/secretarial non-exempt staff who pass the Certified Administrative Professional Examination.

****All personnel changes should first be discussed with your HR Business Partner.***