

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Promotion and Transfer of Nonexempt Staff	3-010 FISCAL SERVICES July 2014
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POLICY

- 1.01 OSU Institute of Technology (OSUIT) shall maintain an up-to-date uniform classification plan and remuneration schedule as prescribed in *3-016 Uniform Pay Plan for Nonexempt Employees*.
- 1.02 All appointments to nonexempt staff positions shall be made on the basis of qualification, merit and professional capability as prescribed in *3-008 Nondiscrimination, Equal Opportunity and Affirmative Action Policy*.
- 1.03 All nonexempt staff appointed to positions at OSUIT shall be selected on the basis of merit and qualification for the positions for which they are recruited and to which they are appointed.
- 1.04 OSUIT subscribes to the philosophy of filling positions by promoting its present nonexempt staff. A nonexempt employee who is promoted to a higher-level position will serve a 12-month probationary period. During this time, supervisors will periodically evaluate the performance of the nonexempt employee who is in probationary status to determine whether the employee is providing satisfactory service in the new position. As a matter of good management, these evaluations should be communicated to the employee to allow opportunity for improved performance.
- 1.05 Probationary status is distinguished from the initial probationary period in that the employee has already attained the rights of a continuing employee at OSUIT; thus, a nonexempt employee who accepts a promotion shall continue to be eligible for all the benefits and privileges of continuing employees, including annual leave.
- 1.06 If the evaluation(s) cites a lack of ability by the promoted employee to perform satisfactorily in the higher position, the supervisor may release the employee without prejudice and refer him/her to the Human Resources Office for employment counseling and assistance.

PROCEDURES

2.01 Types of Employment

A. Continuous Appointments

In most cases, positions are of the continuous nature (extending beyond 12 months in duration) and persons appointed to such positions are considered continuing employees provided they possess at least the minimum qualifications as stated in the

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job description and successful completion of the 12 month probationary period.
Continuing appointments may be either full or part-time (50% - 99%) FTE).

B. Temporary Appointments

1. Temporary appointments may be made to positions that are seasonal, emergent, or transitory. Generally speaking, temporary appointments are less than six months in duration. Temporary appointees shall not be eligible to earn or accrue annual leave, sick leave, or any other fringe benefits.
2. Trainee appointments may be made to a class outside the recognized trade and classes if a candidate cannot meet the minimum training and experience requirements of the job classification. An appointment as a trainee shall not be authorized for more than one calendar year. Trainees are eligible for annual leave, sick leave, and other such fringe benefits.

2.02 Rules for Promotion

- A. Nonexempt staff who desire a promotion to a higher-level position should report this fact to the Human Resources Office and inform his/her current supervisor.
- B. Personnel "pirating" by units is discouraged. True promotional opportunity is encouraged, and good business practice must be observed by the officials of the units involved.
- C. Promotion to a higher position is not a matter of personal right, and promotions shall be made for the benefit of OSUIT and the employee.
- D. Supervisors wishing to initiate a promotion or transfer of nonexempt staff shall consult with the employee's current and prospective unit leaders before making commitments to the employee. In the case of movement between departments, the two unit leaders (or supervisors if within the same unit) will determine the date of change, and a *Recommendation for Change in Staff* form shall be completed and forwarded to the appropriate administrators for approval. Only upon administrative approval can official communication be made to the employee.

2.03 Rules for Transfer

- A. Nonexempt staff who desire to transfer from one unit to another should report this fact to the Human Resources Office.
- B. All transfers shall be made for the benefit of OSUIT and the employee.
- C. The rules of good business practice shall apply in all matters of transfer as are outlined for promotion.

Approved: August 1996
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