



## Human Resources

### MEDICAL CENTER HUMAN RESOURCES POLICY NO. 116

A. SUBJECT: Promotions, Demotions and Transfers

B. EFFECTIVE DATE: January 1, 2014 (R)

C. POLICY:

The Medical Center encourages its employees to seek Promotion and Transfer opportunities. Promotions and Transfers help to achieve the best possible match of employee skills with the needs of the Medical Center and provide employees with valuable career growth and development opportunities. Demotions occur when an employee moves from one position to another in a lower salary grade, either voluntarily or involuntarily. The provisions of this policy apply to all full-time, part-time and flex staff positions within the Medical Center.

D. DEFINITIONS:

1. *Promotion* – A voluntary change to a different position in a higher salary grade.
2. *Transfer* – A voluntary or involuntary change from one position to another position in the same salary grade.
3. *Demotion* – A voluntary or involuntary change from one position to another position in a lower salary grade.
4. *Competency Assessment Period* – The six month period within which employees who are transferred, promoted or demoted to another position within the Medical Center must demonstrate competency in that job. ([See Medical Center Human Resources Policy No. 210 “Competency Assessment”](#)).

E. PROCEDURE:

1. Eligibility for Promotion or Transfer
  - a. To minimize disruptive turnover in positions, full-time, part-time and flex employees are required to remain in their current position for a minimum of 12 months from the most recent date of hire or transfer, and complete their initial probationary period, before they are eligible to apply for Promotion or Transfer to another position. This requirement may be waived by the current manager if the Promotion or Transfer is in the best interests of the Medical Center.

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- b. Employees who have received formal performance improvement counseling within the last six months are not eligible for Transfers or Promotions. Exceptions to this requirement are made only with the approval of the current supervisor, the hiring supervisor, and Medical Center Human Resources.

## 2. Position Posting

All vacant positions that are approved to be filled shall be posted for a minimum of five days on the Medical Center Human Resources web site. The posting requirement may be waived only when such waiver is approved by the Human Resources Administrator or designee.

- a. Requests for waiver of the posting requirement may be granted to allow an internal Promotion, Demotion or Transfer within a department if circumstances demonstrate that the waiver is in the best interests of the Medical Center as determined by senior management. If a waiver is approved, the department/unit manager shall consider all qualified employees in the department/unit in addition to other qualified candidates before selecting an employee for Promotion or Transfer, and be able to provide documented evidence to support the selection.
- b. The Human Resources Administrator or designee may also waive the posting requirement if a department has a second vacancy occur in the same position title within three months of a previous posting. Applicants for the previous vacancy shall be considered for the new vacancy.

## 3. Application Process

Current Medical Center employees shall complete an application to be considered for Promotion, voluntary Demotion or Transfer to a vacant position. Applications must be submitted electronically. Applicants that meet the required qualifications for a vacant position shall receive consideration.

## 4. References

When an internal candidate becomes a finalist for a Promotion, voluntary Demotion, or Transfer, the hiring supervisor shall obtain a reference from the employee's current supervisor prior to an offer being made.

## 5. Criminal Record Check

The Promotion, Demotion or Transfer offer will be conditioned upon the satisfactory completion of a criminal background check with the Virginia Central Criminal Records Exchange if more than twelve months have elapsed since the last check. If the report reflects convictions that were not disclosed on the employment application, the offer may be withdrawn. Undisclosed conviction(s) will be evaluated in accordance with [Medical Center Human Resources Policy No. 701 "Employee Standards of Performance and Conduct"](#), taking into consideration the seriousness of the offense, the nature and responsibilities of the employee's position and the length of time since the offense, to determine if disciplinary action is warranted up to and including termination.

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6. Notice

Full-time, part-time and flex employees who voluntarily accept another position within the Medical Center shall provide their current supervisor with a minimum of 30 days notice before beginning the new position. Temporary, Unit-Based Pool and Medical Center Pool employees who voluntarily accept another position within the Medical Center shall provide their current supervisor a minimum of 14 days notice before beginning the new position. The employee's current supervisor may agree to a shorter notice period if it is in the best interests of the Medical Center.

7. Changes in Current Salary

An employee's pay rate will be evaluated by Human Resources when the employee is promoted, demoted or transferred. ([See Medical Center Human Resources Policy No. 401 "Pay Administration"](#))

Transfers, Demotions and Promotions shall become effective at the beginning of a pay period unless an exception is in the best interest of the Medical Center and is approved by the current Administrator, the hiring Administrator, and the Human Resources Administrator.

8. Competency Assessment Period

Staff employees who are transferred, promoted or demoted to a new position in the Medical Center shall complete a Competency Assessment Period lasting six months after date of hire. ([See Medical Center Human Resources Policy No. 210 "Competency Assessment"](#)) During this period the employee must demonstrate competency in the new position.

The manager is responsible for completing an Orientation Competency Assessment and Evaluation (OCAE) form prior to the end of the Competency Assessment Period. The OCAE document is maintained in the department employee competency file. Time spent on a leave of absence of fourteen (14) consecutive days or more will extend the period of assessment by an equal length of time.

The employee and supervisor shall meet within the first two weeks after employment in a new position, or as soon as practical, to review performance expectations, the job description performance appraisal, OCAE form, and any other competencies specific to the employee's position. The employee and supervisor shall also discuss and document specific goals and objectives, and create a plan for developing any skills that are critical to accomplishing goals, objectives, performance factors and/or results.

9. Unsatisfactory Performance During the Competency Assessment Period

Throughout the Competency Assessment Period, the supervisor shall observe and monitor the employee's performance to determine if it meets the expectations established during performance planning. Any areas of unsatisfactory performance shall be promptly addressed with the employee and documented including a statement of how performance needs to improve in order to continue employment in the position.

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If at any time during the Competency Assessment Period the supervisor determines that the employee does not meet the skills, knowledge, or performance expectations for the position, the employee may be transferred, demoted or terminated. Documentation of the unsatisfactory performance must be reviewed with Human Resources prior to a final determination. The employee must be notified of the intended action resulting from the unsatisfactory performance, and be provided with an opportunity to discuss the intended action with his/her supervisor before the intended action is made effective.

If a change to a new position is voluntarily sought and/or accepted by an employee, and (i) a satisfactory reference was received from the employee's former supervisor, and (ii) no documented policy violations occurred during the Competency Assessment Period, but the employee nevertheless has failed to meet the skills, knowledge and performance expectations for the new position, then employee shall receive a thirty (30) day notice of separation and an effort will be made to return the employee to his/her former position or another comparable position.

If no suitable vacancy is identified during the 30 day notice period, the employee will be given the option of taking personal leave ([See Medical Center Human Resources Policy No. 600 "Leaves of Absence"](#)) without pay or utilizing his/her available PTO balance for up to three months. During this leave period he/she will be considered for placement in an appropriate vacant position in his/her former job class or a comparable job class in the Medical Center. If the employee does not elect to take personal leave at the end of the notice period, or if an appropriate vacancy has not been identified by the end of the personal leave period, the employee shall be terminated.

Termination, Demotion or Suspension due to an unsatisfactory competency assessment are subject to the provisions of the Employee Grievance Procedure of the Virginia Department of Employment Dispute Resolution. *Supervisors must consult with Human Resources prior to taking any formal disciplinary action.*

SIGNATURE:

  
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R. Edward Howell, CEO, UVA Medical Center

DATE:

  
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Medical Center Human Resources Policy No. 116 (R)

Approved October 1998 (R)

Revised March 2002, September 2004, October 2005, September 2006, September 2009, September 2010, June 2011, March 2013, December 2013

Approved by Chief Human Resources Officer

Approved by Medical Center Administration