



### **Introduction**

This policy addresses the process for current employees who apply for transfers and promotions within Brandeis University for staff job openings. This policy also applies to the hiring of former employees whose employment has terminated within the last three years and who reapply for staff job openings.

Brandeis University recognizes the importance of staff development and supports and encourages the ability for current employees to apply for internal opportunities of interest that will enhance the employee's skills and allow for professional growth.

### **Applicability**

This policy applies to all staff employees of the University. For the purpose of this policy a staff employee shall mean anyone employed by the University in any category or status, but excluding all faculty members of any rank, regardless of permanent or visiting status, student teaching assistants and teaching fellows and post-doctoral fellows. This policy shall apply to union employees to the extent that the terms of this policy are not inconsistent with their collective bargaining agreements.

### **Policy Statement**

#### ***Eligibility Requirements to Apply for Transfers or Promotions***

Normally, a current employee must have completed twelve (12) months of successful service in their current role in order to be eligible for an internal transfer or a promotion. The waiting period may be waived by the employee's current supervisor, such as in cases of a position elimination, other changes to the employee's current position, or situations where the department may need the employee to fill a critical vacancy.

An employee's or former employee's work record will be used as valid criteria for determining suitability for new positions at Brandeis. As a result, employees with formal performance or conduct counseling or discipline, including a performance improvement plan, within the last twelve months of employment in the employee's current role are generally not eligible for transfer or promotion. Exceptions to this eligibility restriction may be made with the approval of the hiring supervisor and a Human Resources representative.

#### ***Application Process***

Internal applicants must apply for open positions, and they will be expected to complete the screening process along with any other candidates.

An employee's initial application is considered confidential. Once an internal applicant is scheduled for a finalist or semi-finalist interview, the employee must inform their current supervisor.

#### ***References***

The hiring supervisor should contact at least two (2) references, including the current supervisor.

Supervisors must contact the Office of Human Resources if they are considering a former Brandeis employee for hire. The current (or most recent, in the case of a former employee) supervisor is expected to provide the hiring supervisor with an accurate reference.

After the interview stage is complete, the hiring supervisor will notify the Office of Human Resources if the employee is still being considered for the position. If so, at that time, a Human Resources representative will review the employee's or former employee's personnel file for substantive documentation relating to the employee's job performance or conduct. This review shall include current performance evaluation, commendations, and any current formal corrective actions including a performance improvement plan. This information will be relayed to the hiring supervisor on a confidential basis. The existence of or

documentation supporting current or prior FMLA leave, reasonable accommodations or workers' compensation payments will not be part of this review.

Once an offer is accepted, the current and hiring supervisors will discuss a transition plan for the transferring employee. Transfers typically occur within two (2) to four (4) weeks.

At the time of transfer to the new position, the hiring manager will have access to the employee's personnel file.

### ***Performance Evaluations***

Staff changing supervisors due to a transfer or promotion should receive an up to date performance evaluation at the time of transfer. The performance evaluation should be shared with the new hiring supervisor to be used as a reference when completing the annual performance review.

### ***Benefits***

Current employees who accept new positions with different levels of university benefits, e.g., non-exempt to exempt, will prospectively move into the new benefit category as of the effective date of their new role. Changes will not be made to prior benefits accrued or paid while in the former position.

### **Relevant Documents**

For additional information on creating a positive work environment and communicating and documenting expected standards of performance and conduct, please see the [Brandeis University Conduct Standards and Corrective Action Policy](#).

Current employees who transfer or are promoted are not subject to a new initial review period as long as they have completed an initial review period during their employment at the University. For additional information, please see the [Brandeis University Initial Review Period Policy](#).

### **University Policy Owner**

Office of Human Resources, Recruitment, Talent and Compensation Unit.

*This policy does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.*

*Office of Human Resources*

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