

# Employment Transactions

Employee Advisory Committee  
January 22-23, 2004

Note: The following slides provide an overview of the Statute, Rules and Procedures surrounding Employment Registers. Questions regarding specific or individual circumstances should be directed to the local Human Resources Office or to the State Universities Civil Service System Office.



# Employment Transactions

- **Reclassification/Reallocation**
  - (Rule 250.30)
- **Change-In-Title**
  - (Rule 250.20 and 250.30)
- **Demotion (voluntary)**
  - (Rule 250.110)
- **Reassignment to PAA position**
  - (Rule 250.20 and 250.30)
- **Provisional Appointment**
  - (Rule 250.70)
- **Temporary Appointment**
  - (Rule 250.70)



# Reclassification/Reallocation

- Change of classification based on position audit process.
  - Reclassification – change within the promotional line (Sec III – Sec IV)
  - Reallocation – change outside of the promotional line (Sec III – Account Technician II)
- Employee serves a new probationary period.
- Compensation
  - In most instances there is a salary increase associated with the action.



# Change-In-Title

- Change to the name/title of a classification or series, most often occurs when new classifications are created and previous classifications are deleted or collapsed.
- Compensation
  - There is rarely a change in compensation.



# Demotion (Voluntary)

- Acceptance of a position which is lower in a promotional line, acceptance of a position outside of the promotional line where the pay potential is lower than the current classification/position.
- Employee must document their intent/desire for the lower position.
- Compensation
  - Compensation is often lower than in the current position.



# Reassignment to Principal Administrative Appointment

- Employee can be temporarily reassigned to a PAA position upon acceptance by employer/employee.
- Employee continues to accumulate seniority in the current (status) classification.
- Compensation
  - Employee usually receives compensation at a higher rate or consistent with the 'starting pay' of the PAA position.



# Provisional Appointment

- In the absence of an employment register, an applicant who meets the minimum qualifications for the classification may be appointed to a position. (Provisional employment terminates when an employment register exists.)
- Compensation
  - Employee usually receives the ‘starting salary’ for the designated classification.



# Temporary Appointment

- Appointments which are emergent, temporary or transitory.
- Candidates are selected from the employment register for the classification.
- Appointment duration is for 3 months and can be extended by the Executive Director for a maximum of 6 months, less one day.
- Compensation
  - Employee usually receives the 'starting salary' for the designated classification.



# Employment Reassignment & Transfer

- Reassignment
  - (Rule 250.100)
- Transfer (Another System Employer)
  - (Rule 250.100)
- Transfer (From Outside Employer to System Employer)
  - (Rule 250.100)
- Temporary Downgrade/Upgrade
  - (Rule 250.100)



# Employee Reassignment

- Employee stays in the same classification but is assigned to a new area/department.
- Employee probation status is unaffected by the change.
- Compensation
  - In most instances there is no change in compensation.
- (Note: This action is often referred to as a ‘Transfer’ or a ‘Lateral Transfer’.)



# Employee Transfer (Another System Employer)

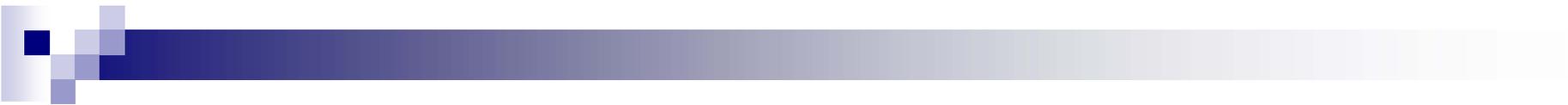
- Employee stays in the same classification and is hired at a different university/agency.
  - Seniority begins to accumulate on date of hire.
  - Employee does not serve an additional probationary period.
- Only Status employees can transfer to other places of employment (non-status can have their examination score transferred).
- Compensation
  - Dependent upon circumstances there may or may not be a change in compensation.



# Employee Transfer

## (Outside Employer to a System Employer)

- In the event a System employer agrees to assume administrative control of an operational unit from a private or other public sector employer, consisting of positions matching the civil service classification structure, such positions in the unit to be acquired will be officially assigned, upon a position audit review conducted by the new employer, to an appropriate Civil Service classification.
- Seniority is accumulated from the date that it can be reasonably determined that the position description met the criteria (duties and responsibilities) of the new classification. This date can be determined based on the historical evaluation of the job description. In cases where there has been no significant change in the job description, seniority is accrued from original date of employment with the previous employer.



# Employee Transfer (cont.)

## (Outside Employer to a System Employer)

- Time served in the present position will count towards the completion of a probationary period in the new classification.
- Employee must meet qualifications of the classification (waiver request, if necessary).
- Compensation
  - Dependent upon circumstances there may or may not be a change in compensation



# Temporary Downgrade

- Temporary Downgrade is the assignment of a Status employee to a position classified at a lower level.
  - Seniority continues to accrue in the classification in which the employee has a status appointment.
- Assignment is for a maximum of 30 consecutive work days.
- Compensation
  - Employee continues to receive compensation at the same rate as paid immediately prior to reassignment.



# Temporary Upgrade

- Temporary Upgrade is the assignment of an employee to a position classified at a higher level, the employee must be a Status employee.
  - Seniority continues to accrue in the classification in which the employee has a status appointment.
- Status employee is selected from the employment register. (If there is no employment register, a status employee who meets the minimum qualifications.)
- Assignment is for a maximum of 30 consecutive work days.
- Compensation - Employee is entitled to receive compensation at the higher rate.