I. Institutional Regulations

Job or job duty changes may occur in the following ways:

A. An employee may apply for a posted job vacancy and go through the normal College hiring process. If selected, the action shall be considered either a promotion, a voluntary transfer or a voluntary demotion, depending upon the pay grade change.

1. Promotion: Movement to a position in a higher pay grade
2. Transfer: Movement to a position in the same or comparable pay grade
3. Demotion: Movement to a position in a lower pay grade

B. The College may move an employee from one position to another or move an employee and his/her position to another work unit.

1. Administrative/Professional, IES Administrative Professional, Confidential Clerical, IES Administrative Support and Trail Point Support employees may be moved (reassigned) within their assigned campus or to another campus. If a reassignment results in a pay grade change, the action shall be considered a promotion or a demotion, depending on the grade. If the change is to a lower pay grade, the action shall be considered an involuntary demotion, unless the employee indicates in writing that s/he requests the reassignment.

2. The movement of Union Represented Support Staff employees shall be as indicated in section II (A) below.

C. The job duties assigned to non-faculty employees may change as positions evolve over time, or the duties may be changed at a specific point in time due to changing work unit needs.

II. Procedure

A. Promotion, and Demotion

1. If an employee is interested in a promotion or demotion to a posted vacancy, the employee must follow the same application procedures as external candidates seeking employment with the College (see HR 3130).

B. Transfer Support Staff – Union

1. Voluntary Transfer
Voluntary Transfer is the voluntary movement of an employee to another position with the same job title. When more than one union represented support staff employee desires to transfer, seniority will be the criterion for the selection if the contenders for the position are equally qualified in the skills and ability needed for that position.

2. Involuntary Transfer
Involuntary transfer is a permanent movement to a different campus which has not been requested. Campus shall mean:

   a. Ankeny, Urban, West Campuses, Evelyn Davis Center, Transportation Institute, and Center for Career and Professional Development (Southridge Center) combined
   b. Boone Campus, Perry Center, and Hunziker Center combined
   c. Carroll Campus
   d. Newton Campus

Involuntary transfers of employees shall be avoided whenever possible. Involuntary transfers will be accomplished by transferring the least senior employee within that job classification and grade first. No involuntary transfer shall occur unless a vacancy still exists after interviewing applicants for a vacant position.
C. Transfer Non-Union Staff
   1. If an Administrative/Professional, IES Administrative Professional, Confidential Clerical, IES Administrative Support or Trail Point Support employee is interested in a transfer to a posted vacancy, the employee must follow the same application procedures as external candidates seeking employment with the College (see HR 3130).

D. Reassignment
   1. If an employee is to be reassigned to a vacancy with a different job title and qualifications, the College shall determine if the employee must meet the minimum qualifications for the position. Reassignment involving employees and/or vacancies covered by a collective bargaining agreement shall be in accordance with the provisions of the agreement.

   2. If the employee and his/her position are being moved and changed, the supervisor shall see that the employee's official job description is updated as soon as possible after the job duties have been confirmed. If the change in job duties may impact the employee's title or pay grade, the job description shall be reviewed by Human Resources and, if necessary, submitted to the Job Evaluation Committee (see HR 3510).

E. Change in Duties Assigned to a Position
   1. If the job duty changes are not expected to change an employee's title or pay grade, the supervisor does not need prior approval for the changes but shall see that the official job description is updated as soon as possible. If the changes are occurring over time, the supervisor should monitor the job in the event the totality of the changes becomes significant.

   2. If the job duty changes may impact an employee's title or pay grade, the supervisor should submit a Position Action Request, along with updates to the job description. If the Position Action Request is approved, the job description shall be reviewed by Human Resources and if necessary, submitted to the Job Evaluation Committee.

F. Any pay changes resulting from the above job change actions shall be governed by HR 3435.

APPROVED:  

Executive Director, Human Resources

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