

Section: EMPLOYMENT
Subject: Job Change – Non-Faculty
Number: HR 3145

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
 - 1. Voluntary Transfer
Voluntary Transfer is the voluntary movement of an employee to another position with the same job title.
 - a. Job announcements for non-faculty vacancies which the College determines to fill, will be posted as described in HR 3120. Each job announcement shall indicate the final date for receiving applications.
 - b. To be considered for a vacant position, an employee must complete an application for the posted position and submit it in the hiring system. Applications for transfer must be received on or before the posted closing date for receiving applications.
 - c. In making a determination to fill a vacancy, the hiring supervisor will choose among all applicants based upon qualifications, ability, and seniority.
 - d. Seniority shall be a factor, but not an overriding factor, when considering outside applicants. However, when the choice is between two or more current employees who are judged by the hiring supervisor to have equal ability and qualifications, then seniority shall be the controlling factor in the voluntary transfer.

2. Involuntary Transfer (Union Support Staff Only)
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. Internal applicants not meeting minimum qualifications for a vacancy shall be notified following completion of the initial screening of applicants. Internal applicants not selected for the position shall be notified by application system email after the selection process has been completed.

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.
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 3410).

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: _____

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