

Effective Date: **June 1, 2015**

POLICY

EMPLOYMENT

Employee Handbook – Section 203 Promotions and Transfers

RESPONSIBLE OFFICE
Human Resources

203 Promotions and Transfers

Boston University encourages qualified employees to apply for open positions at Boston University that would advance their professional careers or broaden the scope of their work experience.

When an employee moves to another position at the University, the move is classified as either a promotion or a transfer. A promotion occurs when an employee moves to a position that is at a higher salary grade. A transfer occurs when an employee moves to a position that is at the same or lower salary grade.

203.1 Eligibility

Boston University employees who have successfully completed six (6) months of continuous service are eligible to apply for open positions. An employee who has worked in his/her current position for less than six (6) months may apply for open positions only with the written

approval of his/her Department Head.

203.2 Special Provisions

Internal job applicants must apply for open positions through Human Resources and inform their supervisor of such action when an interview is scheduled with a hiring department (see Policy 102, Recruiting, Interviewing, and Hiring). Employees applying for non-exempt/hourly paid positions must submit a completed Promotion and Transfer Application to Human Resources. Employees applying for exempt positions must submit a recent résumé and letter of application to Human Resources.

A hiring department must obtain a written reference from the internal candidate's current supervisor before Human Resources may extend an offer of employment.

In general, if a qualified internal candidate and one (1) or more external candidates are relatively equal with respect to their qualifications, hiring preference will be given to the internal candidate provided that such action is consistent with the University's commitment to affirmative action.

A hiring department is expected to establish the effective date for an internal promotion or transfer in consultation with the employee's current supervisor.

203.3 Background Checks for Certain Promotions

Boston University seeks to have the best qualified employee in each position at the University. To ensure a safe and productive workplace, Boston University has adopted a set of procedures for conducting background checks on employees being considered for promotions to certain designated positions within the University. When these positions are posted, this requirement will be clearly delineated among the qualifications for the position. The background checks include but are not limited to a criminal history records check; Sexual Offender Registry Information (SORI) check; and verification of the academic credentials, prior employment and the employee's social security number. If required or applicable for the position for which an employee is applying, additional searches may include: a Massachusetts Criminal Offender Record Information (CORI) check; credit history; verification of professional license and/or certification; driver's license and record; healthcare fraud, professional references and fingerprinting.

Background checks are conducted with the employee's written authorization and will require that the employee supply accurate information regarding his or her current and former places of residence. All information is kept in confidence by Human Resources and will be shared only on a need-to-know-basis with the hiring supervisor. The employee is entitled to see the results of all background checks and will be provided the opportunity to correct any inaccurate information contained therein.

203.4 Salary Adjustments

Salary adjustments for promotions and transfers are made in accordance with the University's wage and salary guidelines. In general, an employee who is promoted to a position at a higher salary grade is eligible for a salary increase.

An employee who transfers to a position at the same or lower salary grade is not eligible for a salary increase. When a transfer is to a position at a lower salary grade, the employee's salary rate may decrease.

203.5 Related Policy

See [Recruiting, Interviewing, and Hiring](#)

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)
 - [Manager Resources](#) - HR Website
 - [Annual Merit Process](#)
 - [Performance Management](#)