



The Texas A&M University System
Texas A&M Engineering Extension Service

Standard Administrative Procedure

33.99.04.N0.01 Promotion, Transfer, and Voluntary Moves

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Summary

The Texas A&M Engineering Extension Service (TEEX) is committed to providing employment opportunities to current TEEX employees that will not only benefit the agency but also provide flexibility and growth potential to the employee. An employee's position may change through promotions, transfers, or voluntary moves. These decisions will be made regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity of the employee. If a current employee applies for a posted position, refer to [TEEX SAP 33.99.01.N0.02 Employment Practices](#).

Definitions

Promotion - A promotion occurs when an employee moves from one position to another requiring higher qualifications, increased responsibility, and higher rate of pay.

Transfer – A transfer occurs when an employee moves from one position to another, both of which are assigned the same salary range, title or organizational level. These moves can be requested by the employee, supervisor, division director or headquarter (HQ) department head.

Voluntary Move – A voluntary move occurs when an employee requests in writing to move to a position with duties of lesser complexity and responsibility and/or in a lower salary range. In either case, the employee's salary may remain the same or be reduced based on the recommendation of the division director and the Chief Human Resources Officer (CHRO).

Demotion – A demotion occurs typically because of a disciplinary reason which requires realignment of an employee's assigned duties, title, and/or salary.

For the salary to remain the same for a promotion, transfer, voluntary move, or demotion, the following should be taken into consideration:

- The current salary should fall within the appropriate salary range of the new position.
- The current salary should be appropriate for the new duties.
- The current salary should be consistent with internal equity.
- The current salary should fit within the division's budget.

Requirements

1. General

- 1.1. TEEEX Human Resources will review all personnel transactions to include updated position descriptions, employee training records, and performance reviews (promotions, transfers, voluntary moves, and demotions) in accordance with this SAP and TEEEX SAP 31.01.01.NO.01, Compensation Administration.
- 1.2. To be considered for a promotion, transfer, voluntary move or demotion, the employee must meet the minimum qualifications of the new position.

2. Promotion

- 2.1. Promotion eligibility requirements include:
 - 2.1.1. Must have worked in the current position for at least three months. Exceptions may be authorized by the CEO or designee.
 - 2.1.2. Must have no active disciplinary actions on file (refer to TEEEX SAP 32.02.02.99.01 Performance Management Program for guidance).
 - 2.1.3. Must not have a rating of “needs improvement” or below for any area on the most recent performance evaluation.
- 2.2. When adjusting the employee’s salary, the supervisor will use either the agency’s minimum starting rate for the title or a percentage increase whichever is higher as outlined in the Promotion Guidelines for Supervisors.
- 2.3. When a supervisor requests to promote an employee, the supervisor of the employee should submit the Promotion Checklist and Approval Form (HR-55), updated position description, and an updated organizational chart (if applicable) through their divisional or HQ department approval process. Once all documentation and approvals have been submitted, Human Resources will:
 - 2.3.1. Review the position description for higher qualifications.
 - 2.3.2. Confirm minimum qualifications are met.
 - 2.3.3. Review the employee’s professional development record to verify training as listed on the Promotion Checklist and Approval Form (HR-55).
 - 2.3.4. Create and send a promotion letter to the employee’s supervisor.

3. Transfer

- 3.1. Transfer eligibility requirements include:
 - 3.1.1. Must have worked in the current position for at least three months. Exceptions may be authorized by the CEO or designee.
- 3.2. When at all possible, the transfer should not affect the employees pay. However, if an adjustment is needed, the supervisor should consult with TEEEX Human Resources for recommendations.
- 3.3. When an employee or supervisor request a transfer, the supervisor of the position should submit the Request for Personnel Actions Form (HR-1), updated position

description, and an updated organizational chart (if applicable) through their divisional or HQ department approval process. Once all documentation and approvals have been submitted, Human Resources will:

- 3.3.1. Review the position description for qualifications.
- 3.3.2. Confirm minimum qualifications are met.
- 3.3.3. Create and send a transfer letter to the employee's supervisor.

4. Voluntary Move

4.1. When an employee requests a voluntary move and a position is identified, the supervisor of the position should submit the Request for Personnel Actions Form (HR-1), updated position description, a voluntary move memo from the employee, and an updated organizational chart (if applicable) through their divisional or HQ department approval process. When all paperwork and approvals have been submitted, Human Resources will:

4.2.

- 4.2.1. Review the new position description for updates.
- 4.2.2. Confirm minimum qualifications are met.
- 4.2.3. Create and send a voluntary move letter to the employee's supervisor.

5. Demotion

5.1. When a supervisor requests an employee demotion, this is typically initiated through a disciplinary process and must be supported by the divisional or HQ Department and sent through the Chief Human Resources Officer (CHRO). Human Resources will work with the supervisor on required documentation based on the unique situation. All demotions require approval by the Office of General Counsel (OGC).

Quality Assurance Measures

Human Resources will continuously monitor, with support from Office of General Counsel (OGC), the implementation of this SAP.

Related Statutes, Policies, or Requirements

[TAMU System Policy 01.03, Appointing Power and Terms and Conditions of Employment](#)

[TAMU System Regulation 33.99.01, Employment Practices](#)

[TEEX SAP 31.01.01.N0.01, Compensation Administration](#)

[TEEX SAP 32.02.02.99.01 Performance Management Program](#)

Office of Responsibility

TEEX Human Resources 979-458-6801