**Procedure No. 15: Change in Status**

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| Procedure Number: 15  | Effective Date: 08/01/73  |
| Title: Change in Status  | Revised: 07/01/97, 10/01/04, 08/23/17 |
| Approval Date: 04/19/06  | President’s Signature: on file  |

**STATEMENT:**

Changes in employment occur regularly in the University work environment. The following information is not intended to cover all changes in employment status. Rather it provides general information. Questions regarding a specific change of status should be directed to the immediate supervisor and/or the Human Resources Department when such changes are anticipated or desired.

**PROVISIONS:**

I. Change in the terms of employment of any person is to be promptly reported to the Human Resources Department by the Department Head/Supervisor.

II. CHANGES IN STATUS (limited examples):

 A. Salary change.

 B. Change in position title, faculty rank, or paygrade, if applicable.

 C. Change in hours or other period of work.

 D. Intra-departmental position transfer, promotion, or demotion.

 E. Inter-departmental position transfer, promotion, or demotion.

Such status changes may not be made without approval of both Supervisors and/or Department Head.  No employee may be approached about an inter-departmental transfer without the interested Supervisor/Department Head first consulting with the employee’s present Supervisor/Department Head.

 F. Various types of leaves of absence.

 G. Reductions of force/layoff.

 H. Termination/Resignation/Retirement.

III. PROCEDURES FOR RECOMMENDING A CHANGE IN STATUS:

 A. Salary Change – Title or other Employment Status – Work Period Change.

Recommendation shall be initiated by the Supervisor/Department Head showing present and proposed status and indicating reasons for recommended change.

 B. Intra-Departmental Position Transfer

Recommendation shall be initiated by the current Supervisor/Department Head showing present and proposed status of the employee and shall be forwarded to Executive Director Human Resources for approval.

 C. Inter-Departmental Position Transfer

Recommendation shall be initiated by the new Supervisor/Department Head to show present and proposed status and shall be forwarded to the former Supervisor/Department Head for review and to Human Resources for approval.

 D. Reduction in Force

 1. Recommendation for an employee to be put on “Lay-Off” status shall be initiated by the Supervisor/Department Head.

 2. The recommendation should state the reason for lay-off and the anticipated date of reinstatement of the employee to the position, if known.

 3. All reduction in force for Staff shall be in accordance with appropriate controlling Board Procedure and/or State laws.

 4. All reduction in force for Faculty shall be in accordance with appropriate controlling Board Procedure and/or State laws.

 E. Termination/Resignation

1. Any recommendation for the termination of employment shall be initiated by the employee’s Supervisor and/or Department Chairperson and must be supported in writing to the Chief Human Resources Officer prior to any consideration of the circumstances leading to the recommendation. In all cases involving potential termination of employment, due process procedures must be followed.

 2. All resignations shall be reported to the Human Resources Department immediately upon receipt/notice of same.