

Hiring Procedures for Internal Hires

Managing Staff/Admin Promotions and Lateral Transfers

The University of South Florida encourages an environment that values career mobility and career paths both promotional and lateral. This procedure establishes a university-wide process for effectively managing the movement of employees within the university. Existing hiring procedures provide no reference or guideline for internal transfer and the appropriate salary determination for an internal applicant. Although we must be externally competitive and internally equitable, it is not in the best interest of the university to engage in inter-departmental competition or hiring decisions based on departmental budget. The implementation of this process is to maintain fairness and equity with regard to internal transfers.

Purpose Statement:

The intent of this procedure is to provide consistency and internal equity across the university. Compensation should be based on the candidate's knowledge, skill, responsibility and ability to perform the essential functions of the position and not the funding levels available within a hiring department. This procedure also provides for review and approval by Human Resources to ensure fairness and equity.

Definitions:

Promotion: Movement to a position in another classification at a greater level of responsibility. A promotional transfer will normally be accompanied by an increase in compensation.

Demotion: Movement to a position in another classification at a lesser level of responsibility. Demotion may not be used as a form of disciplinary action. Demotion would normally be accompanied by a reduction of salary.

Lateral Transfer: Movement to a position in the same classification or to a position in another classification at a similar level of responsibility. Such transfers provide opportunities to work with new colleagues, to master a different range of skills or to transfer special skills to a new environment. A change in salary will not normally accompany a lateral transfer.

Types of Lateral Transfers:

1. **Same title** – The employee's job title, formally job code, is the same in both the new and old jobs.
2. **Same grade and level** – The employee transfers to a job with a different job title, but that job is in the same pay grade with approximately the same market salary as the old job.
3. **Higher level within grade** - The employee transfers to a different job title within the same pay grade. However, the new job has a higher market salary than the old job.
4. **New pay plan** –Employee transfers from one pay type such as Administration to another such as Faculty but the new position requires the same level of responsibility.

Procedures for Hiring Internal Candidates:

1. Lateral transfer within the same grade must be coordinated through the Division of Human Resources and salary approval must be received prior to communication of the employment offer.
2. A lateral transfer will not result in a salary increase for transfers with the same title and same grade and level except for departmental market equity. Human Resources will review internal equity and authorize the salary adjustment, if required.
3. Lateral transfers to a higher level within the grade or to a new pay plan will be review by Human Resources. Determinants of all salary decisions include the employee's qualifications and performance, the pay of other employees performing similar work at USF and external market considerations including comparison of the proposed salary to the salary of employees in jobs with comparable responsibilities in similar institutions of higher education.