

Policy

Policy # 3.02.06

Effective Date _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Probation, Promotion, Demotion, Transfer of Classified Employees</p>
	<p>Author:</p>	<p>Supersedes Policy #</p> <p>(See p. 2.83)</p>
<p>Relates to Procedure #</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

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PROBATION, PROMOTION, DEMOTION, TRANSFER OF CLASSIFIED EMPLOYEES

PROBATION

Each classified employee, following initial appointment, promotion, or transfer, must successfully complete a six-month probationary period. In rare cases this may be extended up to an additional ninety calendar days. The probationary period must be completed within a single department in the position for which the probationary period was begun. An employee who is transferred or promoted during the probationary period must begin a new probationary period upon assignment to the new department of position.

The probationary period serves as a training period, providing the employee's supervisor an opportunity to assess the person's work performance and suitability for the position. The probationary period will also facilitate the formation of positive working relationships. The supervisor will perform a training assessment a minimum of two times, at least once every three months. A probationary employee whose performance is not satisfactory may be dismissed or returned to the previous position, upon the supervisor's recommendation, at any time before the completion of the probationary period.

1. Dismissal - Normally, a probationary employee whose appointment is to be terminated will be given two weeks notice. Ordinarily, dismissal under these circumstances is not a basis for recourse to the grievance procedures.
2. Return Transfer - A probationary employee may be returned to a previous position provided the position is or can be made available and provided the supervisor of the former position approves the return.

After successfully completing the probationary period, an employee will become a contract employee.

PROMOTION

A classified employee will be considered for promotion (appointment to a position at a higher pay rate) on the basis of past record, length of service, performance in the present position, and qualification to perform the duties of the higher position.

A change in job description (new or existing) involving a new title and added responsibilities and duties is a promotion and entitles an employee to compensation accordingly. The promotion of an employee from one department to another does not require approval by the employee's present departmental supervisor.

DEMOTION

Demotion is the reassignment of an employee to a position with a lower pay rate. The demoted employee may be returned to a previously contracted position with no probationary period, or may be placed in a new position for which the employee has minimum qualifications. If the demotion involves assignment to a new position, the employee will have a six month probationary period.

A change in job description (new or existing) involving a new title and diminished responsibilities and/or duties require that compensation be adjusted accordingly.

An employee may be demoted upon his/her own request, subject to the approval of the departmental supervisor.

A departmental administrator/supervisor may recommend demotion of any employee for the following reasons:

1. The elimination of the employee's position because of lack of work or lack of funds.
2. The displacement of the employee because another employee who is entitled to the position returns to duty.

3. The failure of the employee to successfully complete the probationary requirements of a higher position.
4. Disciplinary action for causes listed in Separation of Classified Employees, but not for causes so severe that suspension or dismissal would be warranted.

Procedure - A departmental supervisor's recommendation that an employee be demoted will be submitted through the vice president of the assigned work area with the supporting training assessment, performance evaluations, and/or conflict resolution forms. Upon concurrence between the vice president of the assigned work area, the departmental supervisor, and the director of human resources, an employee will be given written notice stating the reasons for the demotion. Normally a contract employee must be given written notice of demotion at least fifteen calendar days before its effective date.

Effect of Demotion on Salary - When a contract employee is demoted, the salary is reduced to a lower pay grade as recommended by the Vice President for Administrative Services. When a promoted employee is unable to successfully complete the probationary requirements at the higher position, the salary after demotion will normally coincide with the salary the employee was receiving before promotion.

TRANSFER

A classified employee who wishes to be transferred must apply for position openings through the director of human resources. NIC employees selected to interview during the first stage will compete only with other NIC employees.

To transfer an employee to another department does not require the approval of the present departmental supervisor.

Effect of Transfer on Salary - A transfer normally is made at the advertised rate of pay. An employee may transfer at a rate of pay higher than advertised, but not higher than their current rate, if it is agreed to by the employee, the departmental supervisor, and the vice president of administrative services.

The transfer of an employee does not affect accumulated eligibility for vacation and sick leave.