

TRANSFERS

It is important, both to the individual and to the University, that each person be employed in the job for which he/she is best suited. Occasionally, an employee may be placed in a position that does not match the individual and the job. An employee who wants to be considered for a transfer should contact the Director of Human Resources of his/her immediate supervisor.

When an employee is transferred from one department to another, it must be with the full knowledge of both departments concerned. Approval for a transfer cannot be withheld without a justifiable reason; submitted in writing, to the requesting department, Vice President, the Office of Human Resources, and the Office of the President. Recommended salary adjustments must be made in line with the approved University Salary Scale.