<table>
<thead>
<tr>
<th>Pay Practice</th>
<th>Definition</th>
<th>Guideline</th>
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<tr>
<td>Promotion</td>
<td>A promotion is movement to a position with a greater level of responsibility and/or larger scope. A promotion may be the result of an employee being hired into a different position with an increased level of responsibility/scope or the reclassification of an employee’s current position. A promotion will normally be accompanied by an increase in compensation. Promotional increases are determined on an individual-case basis and must be equitable and consistent with pay practices.</td>
<td>Salary shall be recommended by the hiring manager through consultation with the departmental business office. HR/Compensation will conduct an analysis to ensure the recommended salary increase is equitable and consistent with current pay practices.</td>
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<tr>
<td>Lateral Transfer</td>
<td>A transfer to a position with comparable duties, level of responsibility and/or job scope. A change in salary will not accompany a lateral transfer.</td>
<td>All salary requests to hire an internal candidate for a position that is in the same job classification, or a different job classification with a similar level of responsibility and job scope as the applicant’s current position are an exception to salary guidelines and need to be submitted to the Executive Vice President for Business and Finance, Treasurer (EVPBFT) for determination, or to the regional campus Chancellor, as applicable.</td>
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<tr>
<td>Downward Transfer</td>
<td>A transfer to a position at a lesser level of responsibility. A downward transfer may be accompanied by a reduction in salary. The salary for an individual, who for personal reasons chooses to move to a vacant position at a lower level of responsibility, will be based on previous related experience and internal equity considerations.</td>
<td>Salary shall be recommended by the hiring manager through consultation with the departmental business office. HR/Compensation will conduct an analysis to ensure the recommended salary is equitable and consistent with current pay practices.</td>
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**Internal Transfers**

An internal transfer is defined as changing positions within or outside of an employee’s current department for a promotion, lateral move or downward transfer. A change in job title, reporting structure, change in responsibilities, or any other modification to a current position, is not considered an internal transfer.

**Criteria Evaluated to Determine Type of Transfer**

The objective of these pay practice guidelines is to establish a fair and equitable method of salary adjustments for employees changing positions. The following factors will be evaluated by Human Resources/Compensation to determine the nature of the internal transfer:

1. Comparison of classification of the open position and the position occupied by the job candidate (i.e., C/S, Op/Tech, A/P, M/P);
2. Comparison of job ID of the open position and the position occupied by the job candidate;
3. Salary Range Midpoint Differentials between the open position and the position occupied by the job candidate;

4. Comparison of median salaries for comparable positions, matched to the applicable market, within published salary surveys;

5. Comparison of the following criteria:
   a. Knowledge
   b. Problem Complexity
   c. Autonomy and Responsibility
   d. Organizational Scope and Impact
   e. Influencing and People Leadership
   f. Typical Educational Preparation and Experience

**Determination**

The degree of importance of each of the above factors varies depending on the factual context of the transfer. HR/Compensation will consider all relevant factors and provide each Hiring Manager a written determination within two business days from the point of submission for review. In the event the Hiring Manager does not agree with HR/Compensation’s determination, the matter may be submitted for appeal. In preparation for an appeal, the Hiring Manager will need to submit written documentation detailing all the facts and circumstances in support of their respective position to HR/Compensation for determination by the EVPBFT, or the Regional Campus Chancellor, as applicable.