

North Dakota State University

Policy Manual

SECTION 240 CHANGING POSITIONS - STAFF

SOURCE: NDUS Human Resource Policy Manual, Section 16
NDSU President

1. When a vacancy occurs within a department, the department chair should notify the Human Resources/Payroll Office that a vacancy exists. The department chair has the option of opening the position for the external recruitment of applicants or changing positions of employees according to the University's Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings (Section 103).
 - 1.1 *Department chairs who wish to promote one of their employees into the vacancy must request and receive permission from the Director of Human Resources/Payroll before initiating such action.*
2. Changes in position will be made on the basis of current qualifications for the job, and past job performance records.
3. *Although department heads are encouraged to announce throughout the University any position that offers an important opportunity to employees in other departments, the formal position announcement procedures shall be optional when there is a transfer or promotion of a staff employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search.*
4. When changing positions, employees retain their status for purposes of appealing employer actions and pre-termination review rights, provided there is no break in service.
5. Employee's sick leave and vacation accrual become the obligation of the new department.

HISTORY:
New April 1992
Amended April 1996
Amended May 1997
Amended August 1999