

## **POSITION CHANGES**

Most employees who remain in state government for any length of time change positions one or more times. Most changes result from promotions, demotions, or transfers.

A Promotion involves the movement to a position in a class with a higher GS level. Only permanent employees can be promoted. Standard University policy requires the employee have a valid passing grade for the position to which they are seeking promotion. It is to the employee's advantage to prepare in advance for future opportunities by taking the appropriate tests for the higher positions that are available at the University.

A promotion may be either competitive, (i.e. the employee must compete with others either within or outside the agency for the job) or noncompetitive, (i.e. there is no requirement to compete with others). To determine whether a particular promotion will be competitive or noncompetitive, contact staff in the Human Resources Office or the Department of Civil Service.

A Demotion involves the movement from a position in one class to a position in another class with a lower minimum pay rate. A demotion may result from inefficiency, from the employee's own request, or from other reasons.

A Transfer involves the change of an employee from a position in one department (state agency) to a position in another department (state agency). The transfer can be to a higher position (transfer and promotion), lower position (transfer and demotion), or to the same level (lateral transfer).