

USF System USF USFSP USFSM

Number: USF10.205
Title: Promotion, Change in Assignment, Demotion,
Transfer (Staff)
Responsible Office: Administrative Services/Human Resources

Date of Origin: 10-5-03

Date Last Amended: 8-23-13 (technical)

Date Last Reviewed:

(1) Promotion, change in assignment, demotion and transfer will be administered consistent with the following provisions.

(2)(a) Administration promotion is the appointment to a class or another position with substantially increased responsibilities, or to a higher pay range, if applicable.

(b) Staff promotion is the appointment to a class or a position with substantially increased responsibilities or to a higher pay range, if applicable.

(c) Upon promotion, the employee's appointment status will be determined pursuant to these Regulations. A Staff employee who has earned permanent status in the class to which promoted and who has not had a break in service in Staff with the USF System will be promoted with permanent status.

(3)(a) An Administration or Staff change in assignment is the appointment to a different position in the same class or in a different class having the same pay range maximum, if applicable.

(b) Administration employees serve at the will of the CAO and may, with or without advance notice, receive a change in classification or assignment at any time.

(c) If a Staff employee who has not attained permanent status in the current class receives a change in assignment to a different position in the same class, the employee's status remains the same until the designated probationary period has been successfully completed. Probationary periods may be extended due to a change in supervisor when additional time is required to evaluate the employee's

performance, due to a change in duties, to provide additional training and/or to acquire and demonstrate required competencies or to provide additional time for the employee's performance to improve.

(d) A Staff employee with or without permanent status in the current class who receives a change in assignment to a different position in a different class will be given probationary status. The employee will serve the designated probationary period in the new class if the employee meets the minimum qualifications for the position, unless the employee previously held permanent status in the class to which reassigned and has not had a break in Staff service with the USF System, in which case the change in assignment will be with permanent status.

(4) A demotion is an appointment to a class or position having less responsibility or a lower pay range, if applicable. If a Staff employee previously held permanent status in the class to which he/she is demoted, the demotion will be with permanent status.

(5) A transfer is the appointment of an employee from one geographic work location of the USF System to a different geographic work location of the USF System in excess of 50 miles from the employee's current work location.

Authority: Art. IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulation 1.001.

History: New (BOT approval) 10-05-03, Formerly 6C4-10.205, F.A.C., Amended 8-27-09, 8-23-13 (technical).