

Alabama College of Osteopathic Medicine

Title: **PROMOTIONS AND TRANSFERS**



Effective Date: 7/01/2014

Revision Date:

Review Date: 2/15

Policy & Procedure

POLICY

It is the policy of the Alabama College of Osteopathic Medicine (ACOM) to give priority to current employees when opportunities for a transfer and/or advancement occur.

PURPOSE

The purpose of this policy is to explain the procedures followed when an employee wishes to transfer from one division to another.

PROCEDURE

- To be eligible for a transfer or promotion, an individual must be employed or have held his/her present position for a period of six months, unless express permission is given by the employee's Division Leader and the transfer is in the best interest of ACOM.
- No employee may be transferred or promoted without the review and approval of the Dean and the Human Resources Department. For the purposes of this policy, a lateral transfer is where an employee transfers from one position to another with the same or essentially the same pay range. Employees transferring to a position with a significantly lower or higher pay range may have their rate of pay adjusted, as approved by the appropriate Division Leader, Dean, and Human Resources Director. The salary will be calculated on the experience an employee has in the specialty area he/she is transferring to.
- Individuals at the Department Head level and above are required to work a thirty (30) calendar days' notice prior to effective date of transfer. All other employees are required to work a fourteen (14) calendar days' notice prior to effective date of transfer. Other arrangements must be agreed upon by the affected directors and transferring employee. All transfers must be effective the beginning of a pay period.
- Involuntary transfers and/or other types of transfers which are not subject to the terms of this policy may include, but are not limited to, the following: temporary positions, reassignment, reorganization, patient needs.

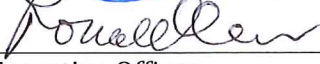
APPROVAL



Approval – Chief Academic Officer

2/12/2015

Approval Date



Approval – Chief Executive Officer

24 Feb 15

Approval Date

Approval – Board of Directors

Approval Date