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## **PROCEDURE STATEMENT**

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This procedure establishes guidelines for the promotion and transfer of Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) employees into vacant positions.

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## **REASON FOR PROCEDURE**

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This procedure is developed to ensure promotions, transfers and voluntary moves are made on the basis of qualifications without regard to race, color, sex, religion, national origin, age, or disability and to comply with all applicable Texas A&M University System (System), state and federal policies, laws, and regulations.

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## **PROCEDURES AND RESPONSIBILITIES**

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### **1.0 PROMOTION**

- A. If an employee is available for promotion within TVMDL, a section may select this employee to fill a vacant position without posting a notice of vacancy provided they:
  - 1. meet or exceed the qualifications of the position to which they are being promoted as documented in an approved position description in GreatJobs;
  - 2. have satisfactory records of performance;
  - 3. have been employed in their present position for at least three months unless the Director or designee waives the requirement.
- B. The HR Representative must obtain and forward to AgriLife Human Resources the AG-473, *Background Check Disclosure Notice and Authorization Form*, for the employee being promoted. Upon verification, AgriLife Human Resources will notify the HR Representative via e-mail of approval to fill the position. A copy of this e-mail along with the signed offer/promotion letter must be submitted to payroll.

### **2.0 TRANSFER**

- A. All non-faculty employees are eligible for transfer after he/she has been employed in his/her present position for at least three months.
- B. Exceptions to the three months prohibition may be authorized by the Director or designee.
- C. For classified positions, a transfer is a lateral move to another position with the same classified salary range. For non-classified positions, a transfer is a move to another position with the same title and/or duties of similar complexity and comparable level responsibilities.

### 3.0 VOLUNTARY MOVES

When an employee voluntarily moves to a position in a lower classified salary range or to a non-classified position with duties of lesser complexity and responsibility, the salary may remain the same or be reduced. The salary must fall within the appropriate salary range—if ranges exist—for the new position, be appropriate for the new duties, be consistent with internal equity, and fit within the department's budget.

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#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Regulation 33.99.04, \*Promotion, Transfer, and Voluntary Moves\*](#)

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#### **CONTACT OFFICE**

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Questions concerning this procedure should be referred to the HR Representative at 979-845-6439.