

LOYOLA LAW SCHOOL  
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: <b>Law School/Human Resources</b>	
SUBJECT: <b>Transfer</b>	Page 1 of 2
Policy Number:	Supersedes: <b>TRANSFER</b>
Effective Date: <b>04/23/13</b>	Previously Issued: <b>4/1/99</b>

**1. STATEMENT OF POLICY:**

The Law School wishes to provide opportunities for each staff member to realize his/her potential and encourages qualified staff members to apply for positions as they become available. Transfer opportunities:

- Help the staff member function more effectively and reach a level commensurate with his/her ability and ambition by providing a more challenging and advantageous work environment;
- Help the Law School retain the services of competent staff members.

**2. DEFINITIONS:**

“Promotion” means a transfer into a position at a higher salary grade. A promotion may not necessitate an increase in pay.

“Demotion” means a transfer to a position at a lower salary grade. A demotion may necessitate a reduction in the staff member’s regular rate of pay/salary in order to maintain equity within the department or if his/her regular rate of pay/salary exceeds the maximum for the new grade.

“Lateral Transfer” means a transfer into a position at the same salary grade. A lateral transfer normally does not necessitate an increase in pay.

**3. POLICIES/PROCEDURES:**

**Policy**

In order to provide staff member with opportunities to realize their potential and career goals, the Law School encourages consideration of Law School staff members as well as applicants from the job market whenever a position becomes vacant. The Law School encourages staff members to apply for positions as they become available. Job openings are posted on the Law School website at [jobs.lmu.edu](http://jobs.lmu.edu).

**Procedure**

To request a transfer, the staff member must apply online by filling out an Internal Staff Transfer Application. The request for transfer will be processed in the same manner as an application for employment.

Before an offer of a position as a transfer is extended, the staff member must discuss the transfer with his/her immediate supervisor. The hiring manager should also contact the current manager and discuss their intent to offer a position before the offer is extended.

To process a transfer, the department receiving the employee must complete a Personnel Action Form (PAF).

If the transfer involves a promotion or demotion, the hiring manager must consult with Human Resources regarding changes in job title, grade, and salary. Promotional salary increases are to the minimum of the new salary grade or five percent (5%), whichever is greater. In unusual circumstances, a promotional salary increase may be greater than five percent (5%) but should not exceed ten percent (10%). A decrease in salary as a result of a demotion must be reviewed and approved by Human Resources.

### **Other Terms and Conditions**

Staff members who transfer have no right of return to their former position, regardless of whether it is open. If a staff member's position remains open, the staff member is eligible to reapply for the position.

The effective date of transfer is determined by mutual agreement between the releasing manager and the staff member's new manager. The standard "notice" period is two (2) weeks and not greater than four (4) weeks.