

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Promotion and Transfer of Classified Staff</b>	<b>3-010 FISCAL SERVICES July 2009</b>
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POLICY

- 1.01 Oklahoma State University Institute of Technology shall maintain an up-to-date uniform classification plan and remuneration schedule as prescribed in the Uniform Pay Plan for Classified Staff Policy, 3-016.
- 1.02 All appointments to classified staff positions shall be made on the basis of qualification, merit and professional capability as prescribed in the Nondiscrimination, Equal Opportunity and Affirmative Action Policy, 3-008.
- 1.03 All classified staff appointed to positions at Oklahoma State University Institute of Technology shall be selected on the basis of merit and qualification for the positions for which they are recruited and to which they are appointed.
- 1.04 Oklahoma State University Institute of Technology subscribes to the philosophy of filling positions by promoting its present classified staff. A classified employee who is promoted to a higher-level position will serve a 12-month probationary period. During this time, supervisors will periodically evaluate the performance of the classified employee who is in probationary status to determine whether the employee is providing satisfactory service in the new position.
- 1.05 Probationary status is distinguished from the initial probationary period in that the employee has already attained the rights of a continuing employee at Oklahoma State University Institute of Technology; thus, a classified employee who accepts a promotion shall continue to be eligible for all the benefits and privileges of continuing employees, including annual leave.
- 1.06 If the evaluation(s) cites a lack of ability by the promoted employee to perform satisfactorily in the higher position, the supervisor may release the employee without prejudice and refer him/her to the Human Resources Office for employment counseling and assistance.

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PROCEDURES

2.01 Types of Employment

A. Continuing Appointments

In most cases, positions are of the continuous nature (extending beyond 12 months in duration) and persons appointed to such positions are considered continuing employees provided they possess at least the minimum qualifications as stated in the job description and successful completion of the 12 month probationary period. Continuing appointments may be either full or part-time (50% - 99%) FTE).

B. Temporary Appointments

1. Temporary appointments may be made to positions that are seasonal, emergent, or transitory. Generally speaking, temporary appointments are less than six months in duration. Temporary appointees shall not be eligible to earn or accrue annual leave, sick leave, or any other fringe benefits.
2. Trainee appointments may be made to a class outside the recognized trade and classes if a candidate cannot meet the minimum training and experience requirements of the job classification. An appointment as a trainee shall not be authorized for more that one calendar year. Trainees are eligible for annual leave, sick leave, and other such fringe benefits.

2.02 Rules for Promotion

- A. Classified staff who desires a promotion to a higher-level position should report this fact to the Human Resources Office and inform his/her current supervisor.
- B. Personnel "pirating" by units is discouraged. True promotional opportunity is encouraged, and good business practice must be observed by the officials of the units involved.
- C. Promotion to a higher position is not a matter of personal right and promotions shall be made for the benefit of Oklahoma State University Institute of Technology and the employee.
- D. Supervisors wishing to initiate a promotion or transfer of classified staff shall consult with the employee's Unit Leader before making commitments to the employee. After the two supervisors have determined the date of change, a Recommendation for Change in Staff form shall be completed and forwarded to the appropriate administrator for approval.

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2.03 Rules for Transfer

- A. Classified staff who desires to transfer from one unit to another should report this fact to the Human Resources Office.
- B. All transfers shall be made for the benefit of Oklahoma State University Institute of Technology and the employees.
- C. The rules of good business practice shall apply in all matters of transfer as are outlined for promotion.

Approved: August 1996  
Revised: January 2006  
Revised: July 2009