

## Guidelines for Transfers

We encourage employees to seek out career advancement opportunities within the College. The employee, the current and new supervisors and Human Resources all have roles in this process:

### *The Employee's Role*

- The employee is responsible for seeking out opportunities and discussing them with the appropriate supervisor and/or Human Resources representative.
- The employee is encouraged to consult with Human Resources to determine the impact of the transfer on his/her salary.

### *The Supervisor's Role*

- The (current) supervisor should support the employee's decision to transfer.
- The (new) supervisor should give the new employee time to transition to the new position and support along the way.
- All supervisors (current or new) should offer support to employees who applied for another opportunity at the College but were not selected for the position.

### *Human Resources Role*

- Human Resources is responsible for creating a safe, confidential environment where employees can explore options without concern about awkwardness with the current supervisor/department.
- Human Resources also assists the new supervisor in reviewing any salary change.

### **Salary Changes as a Result of the Transfer**

When a transfer occurs, Human Resources, in consultation with the new supervisor, will review the transitioning employee's salary on a case-by-case basis to ensure internal and external equity and that pay is commensurate with the level of responsibility for the new position:

- For a transfer with an equivalent level of responsibility, generally, there will be no change in salary as a result of the transfer.
- For a transfer to a position with greater responsibility, the employee's salary will be reviewed and an increase may be considered.
- For a transfer to a position with significantly less responsibility, the employee's salary will be reviewed and a salary decrease may be considered.
- For a new role at a lower salary (e.g., due to a reorganization of the work within the department), the employee will have the option of being laid off.

**Note:** All salary changes must be approved by Human Resources.