

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 103</p> <p>Page: 1 of 1</p> <p>Subject: Promotions, Transfers and Other Changes of Status</p> <p>Revised: October 24, 2002</p>
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Promotions, Transfers and Other Changes of Status

All promotions, transfers, demotions, title changes, disciplinary actions, and any related pay adjustments are subject to the written approval of the Director of Human Resources.

Promotions

A promotion is an advancement to a different job carrying a higher job classification or level of responsibility, and may involve an increase in pay. All promotions of employees shall be made on a 90-day introductory basis. If the introductory performance is unsatisfactory, the employee will revert to the previous position and previous salary, if the previous position or a comparable position is available.

Lateral Transfer

An employee transferred to a position in the same classification will normally receive the same rate of pay.

Demotion

An employee transferred to a position with a lesser rate of pay or level of responsibility will generally receive a reduction in rate of pay.