Effective Date: **June 1, 2015** Revised: **July 1, 2026**

POLICY

EMPLOYMENT

Employee Handbook – Section 203 Promotions and Transfers

RESPONSIBLE OFFICE

Human Resources

203 Promotions and Transfers

The University encourages qualified employees to apply for open positions within the University that would advance their professional careers or broaden the scope of their work experience.

When an employee moves to another position at the University, the move is classified as either a promotion or a transfer. A promotion occurs when there is an increase in salary accompanied by an increase to Salary Grade (for represented employees) or an increase in Career Level in the same Job Family (for non-represented employees). A transfer occurs when an employee moves to a position that is at the same or lower salary grade.

203.1 Eligibility

Boston University employees who have successfully completed six (6)?months of continuous service are eligible to apply for open positions. An employee who has worked in their current position for less than six (6) months may apply for open positions only

with the written approval of their Department Head. Certain positions may require successful completion of a background check?in accordance with?the University's? Background Check Policy.

203.2 Salary Adjustments

Salary adjustments for promotions and transfers are made in accordance with the University's general compensation practices. In general, an employee who is promoted to a position at a higher salary grade is eligible for a salary increase. An employee who transfers to a position at the same or lower salary grade is not eligible for a salary increase. When a transfer is to a position at a lower salary grade, the employee's salary rate may decrease.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- Employee Handbook Policies Manual (staff)
- Faculty Handbook (faculty)

Related BU Websites

- Human Resources
  - HR Policies
  - Manager Resources - HR Website

THIS POLICY IS PART OF THE EMPLOYEE HANDBOOK AND POLICIES MANUAL , AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employee Handbook and Policies Manual, Employment, Non-Represented Staff
Keywords: achievement, appraisal, Employee Handbook, promotion, promotions, promotions and transfers, transfer, transfers