

# Promotions, Transfers and Transitions

## Introduction

There are many ways to navigate and manage employee promotions, transfers and transitions at the School of Public Health. An understanding of the types of transitions, and the resources available to help you navigate these is outlined in this section.

If your employee is moving to a new department or school within SPH or leaving Boston University altogether, it is important to manage the transition and departure process to maintain productivity and workplace efficiency.

Four key transition processes:

1. Reclassification and Promotion
2. Transferring within Boston University
3. Leaving BU SPH
4. Exit Interviews



TIP: Create a transition plan with your departing employee that captures key action items and important tasks that s/he is presently responsible for. A well thought out, detailed transition plan would help prioritize and manage workload.

## Helpful Links

- [BU Human Resources](#)
- [BU Career Center](#)

# Transitioning

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## 1. Reclassification & Promotion

It is common for an employee's position to change over time. Change occurs for a variety of reasons and may ultimately affect the classification and level of a position. This section describes the difference between reclassification and promotion as it relates to changes in an employee's position.



Requests for reclassifications or promotions must be submitted to People Services using the People Action form. Please email completed People Action form, the current Position Description form and an updated Position Description form to People Services at [sphpeopleservices@bu.edu](mailto:sphpeopleservices@bu.edu).

### Reclassification

A position should be considered for reclassification when there are substantial and permanent changes made to required job duties, knowledge and/or skills. Changes to a position can occur naturally over a period of time, or as a result of organizational change. Changes in the volume of work, or an employee's performance, are not considered justification for a reclassification. Changes in job duties that may be at a higher level, but are not substantial enough to justify a higher salary grade through reclassification, will result in an update of the existing position description and no change in salary grade or classification. It is important to note that not all changes in a position will result in reclassification.

### Promotion

A promotion is when an employee advances to a position that has significantly changed in content and requires higher level of responsibility. An employee is ready for a promotion when their performance contributions demonstrate competency, skills and knowledge required to move up to the next level in their career path or job family. A salary increase is typically appropriate at the time of promotion, based upon evaluation of relevant experience, performance, internal equity and external competitiveness.

# Transitions

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## Reclassification & Promotions (continued)

**When requesting a reclassification or promotion, it is important to:**

- Provide a detailed reason and justification for your request on the People Action form
- Provide a detailed explanation of how the employee's role has enhanced or changed
- Clearly define any new essential functions and higher level of responsibility on the Position Description form

Position reclassifications and promotions take two weeks or longer to review with compensation. The chart below outlines the supporting documentation needed for each people action request. Please submit the People Action form and all required information to People Services at [sphpeopleservices@bu.edu](mailto:sphpeopleservices@bu.edu) to begin the process.

People Action Request	Current Employee's Position Description	New Position Description	Employee's Name and BUID
Reclassification	✓	✓	✓
Promotion	✓	✓	✓
Salary Review	✓		✓

TIP: Reclassifications and promotions should never be communicated to employees until final approval is obtained from People Services.

## Helpful Links

- [People Action Form](#)
- [Position Description Form](#)
- [Writing Position Descriptions](#)
- [Job Description Writing Tips](#)

# Transitioning

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## 2. Transferring within BU

Boston University is a diverse organization with a variety of opportunities that can provide new challenges as well as personal and professional growth. Boston University employees who have successfully completed six months of continuous service are eligible to apply for open positions. An employee who has worked in his/her current position for less than six months may apply for open positions only with the written approval of his/her Department Head.

Should there be interest in an internal BU candidate, the hiring department must obtain a written reference from the internal candidate's current BU supervisor before Human Resources may extend an offer of employment.

### Determining Transition Date

The hiring department is expected to establish the effective date for an internal transfer in consultation with the employee's current supervisor. All exempt employees are expected to provide notice at least one month in advance of the effective date of the transfer. All non-exempt employees are expected to provide notice at least two weeks in advance of the effective date of the transfer.

### When an employee transfers to another department or unit, it is required to:

- Immediately notify People Services once an employee resigns by emailing the employee's resignation letter to People Services at [sphpeopleservices@bu.edu](mailto:sphpeopleservices@bu.edu)
- Complete the Exit Checklist and email the completed form to People Services at [sphpeopleservices@bu.edu](mailto:sphpeopleservices@bu.edu) on or before the employee's last day of work.
- Transfer the employee in SAP to the new hiring manager as soon as the transition date is confirmed with the both departments

TIP: People Services can help negotiate transition dates for employees transferring within the University.

## Helpful Links

- [Exit Checklist](#)
- [BU Handbook](#)
- [BUWorks: Transfer an Employee](#)
- [Employee Transfer \(Sending Manager Instructions\)](#)
- [Employee Transfer \(Receiving Manager Instructions\)](#)

# Transitioning

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## 3. Departing BU/SPH

Our goal is to assist all employees and departments with the process when an employee decides to leave the University. It is important for employees to be aware of all pertinent information, rights and benefits that may affect them when they transition. In addition, departing employees have an obligation to return all University property issued to them and to settle all outstanding accounts.

Immediately notify People Services when an employee resigns by emailing a completed Termination Action form and the employee's resignation letter to People Services at [sphpeopleservices@bu.edu](mailto:sphpeopleservices@bu.edu). Department Administrators must then process the employee termination in SAP.

### **When an employee decides to leave the University, it is required to:**

- Advise the employee to contact HR for benefit related questions.
- Confirm vacation balances are up to date. Exempt employees will automatically be paid out accrued vacation time as of their last day of employment on the next scheduled pay period, unless the termination transaction is processed after the monthly payroll deadline. Nonexempt employees' vacation balances must be processed by the Department Administrator only after the termination has been processed in SAP.
- Email Gretchen Hartigan at [hartigan@bu.edu](mailto:hartigan@bu.edu) with the departing employee's name, BUID, and last day worked to ensure the grant be credited back the vacation payout expense.
- Confirm all Travel Card and PCard expenses have been reconciled. Collect the card prior to the employee's last day worked and return all cards to People Services.
- Complete the Exit Checklist and email the completed form to People Services at [sphpeopleservices@bu.edu](mailto:sphpeopleservices@bu.edu) on or before the employee's last day of work.

TIP: The exit checklist will help prevent any missteps when an employee is leaving the University. It serves as a reminder to collect all University property issued to employees, including Travel Cards and PCards.

## Helpful Links

- [Termination Action form](#)
- [Exit Checklist](#)
- [Contact HR](#)
- [Processing Vacation Payouts](#)
- [BUWorks: Processing Termination](#)

# Transitioning

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## 4. Exit Interview

The School of Public Health is committed to providing a positive work environment for its students, faculty and staff alike. An effective exit interview helps inform our thinking and decisions on matters related to an employees work experience. An exit interview is a tool that allows us to gather valuable information to enhance recruitment strategies, effectiveness of benefits, compensation and development programs, as well as information on quality of work life and employee relations initiatives.



Participation in the exit interview is voluntary. The results are confidential and will only be used to monitor satisfaction with the work environment, identify key issues and ways in which we can improve. In addition to the exit interview questionnaire, a follow-up in person exit interview is available to employees upon request. Supervisors are urged to encourage all regular employees who are leaving SPH or transferring within the University to participate in this process.

TIP: The exit interview is your opportunity to provide direct feedback on your experience at SPH and influence future improvements.

## Helpful Links

- [Exit Interview](#)