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# SOUTHEASTERN

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## L O U I S I A N A U N I V E R S I T Y

### **Promotion Guidelines**

This policy applies to classified employees only.

To encourage career employment and to assist our employees in availing themselves of promotional opportunities, it is the policy of the University to fill vacancies, whenever practical, by promotion. In situations in which a well-qualified University employee is not available, appointments will be made of an applicant who is not already a University employee in accordance with Civil Service Rules. The University reserves and shall have the right to make promotions primarily on the basis of qualifications, demonstrated skills and abilities, and past performance of duty, but shall be governed by seniority when two or more employees have equal qualifications and have demonstrated equal ability and skill through past performance of duty.

#### **Qualifications**

Qualifications, as referred to in this section, shall mean the preferred standards, not mandatory requirements, as set forth for a position by the University and/or the State Department of Civil Service. The University may appoint persons who do not meet the standards for documented, job-related reasons. Ability, skill, and past performance of duty shall be judged on the basis of criteria established by the University and the Department of Civil Service.

#### **Seniority**

Seniority is continuous employment with the University. Employees continue to accrue seniority during seasonal lay-off periods or leaves without pay provided such lay-off or leave without pay shall not exceed ninety (90) calendar days. An employee's earned seniority is not lost when the employee leaves university employment and returns within five (5) years, without intervening employment.

#### **Promotional Procedure**

The Promotional Procedure is in accordance with the provisions of Civil Service Rules as they relate to noncompetitive and competitive promotions. Promotional candidates

will be considered on a campus-wide basis in accordance with all Federal and State Laws, and within the spirit and intent of the University's Affirmative Action Plan, developed in accordance with such laws and Federal guidelines.

If an employee feels that a promotion is not just, the aggrieved employee may use the Grievance Procedure. No promotion will be certified to the Department of Civil Service until a grievance, if any, is settled. This does not preclude detailing an employee into a position.

### **Notice of Position Changes**

There shall be a notice posted on the Human Resources Office website giving each employee of the University, who qualifies, the opportunity to apply for and take any necessary examination and training course required for promotion. A copy of the vacancy notice is posted for at least one (1) week prior to the date the position is filled. The classifications of Laborer, Custodian, and clerical employees in academic departments shall be exempt from this provision.

### **Civil Service Examinations and Registers**

Where a Civil Service Examination is required, it is the responsibility of the employee to take the

Civil Service Examination for any position in which he/she might be interested and/or qualifies. It shall also be the responsibility of the employee to maintain active Civil Service test scores for all positions interested in on a continuing basis.

### **Training**

The University is authorized to conduct training courses for all Civil Service classified positions and to set reasonable standards with the approval of Civil Service for filling such competitive positions above and beyond Civil Service Regulations. A copy of the notice listing in-service training courses is posted for at least two weeks. Any such in-service training courses required and any examinations required are given during the normal duty hours, with no loss of pay for any employee attending same. It is the responsibility of the employee to apply for enrollment in these courses.

Employees are given an opportunity to enroll in training courses provided they meet basic Civil Service Qualification Requirements for the next higher class. Seniority shall be considered in the selection of these employees.

## **POSITION CHANGES**

Most employees who remain in state government for any length of time change positions one or more times. Most changes result from promotions, demotions, or transfers.

### **1. Promotion:**

A Promotion involves the movement to a position in a class with a higher pay maximum. Only permanent employees can be promoted. University policy requires applicants to have an active score for positions for which they are applying. It is to the employee's advantage to prepare in advance for future opportunities by taking the appropriate tests for the higher positions that are available at the University.

A promotion may be either competitive, (i.e. the employee must compete with others either within or outside the agency for the job) or noncompetitive (i.e. there is no requirement to compete with others). To determine whether a particular promotion will be competitive or noncompetitive, contact staff in the Human Resources Office.

The Department of Civil Service does not maintain lists of eligible applicants for promotions. Instead agencies post selected vacancies on the Civil Service Job Search Program and interested applicants apply directly to the agencies. The best source of information on promotional opportunities at Southeastern Louisiana University is the Human Resources Office.

**2. Demotion:**

A Demotion involves the movement from a position in one class to a position in another class with a lower minimum pay rate. A demotion may result from inefficiency, from the employee's own request, or from other reasons.

**3. Transfer:**

A Transfer involves the change of an employee from a position in one department (state agency) to a position in another department (state agency). No new probationary period is required. The transfer can be to a higher position (transfer and promotion), lower position (transfer and demotion), or to the same level (lateral transfer).

**4. Reallocations:**

When additional duties and responsibilities are assigned to a position, it may become necessary to file an updated job description. The reallocation of a position from one job class to another job class results from a determination by the Human Resources Office subject to the review of the Department of Civil Service. It is important to know that the job duties assigned to a position determine the allocation not the experience of the incumbent in the position. Updating computers and software do not necessarily constitute additional or changed duties as they are typically viewed as work tools. In addition, the incumbent must meet the minimum qualifications for the higher classification.