

## PROMOTIONS AND TRANSFERS

Centenary University believes that every employee should be encouraged to seek advancement at the University. Qualified employees are encouraged to apply for position vacancies applicable to their training, skills, education, and experience. When appropriate, job openings will be posted on a bulletin board outside the Student Billing Office on the lower level, Seay Building. Employees may make application to the Human Resources Department, if interested. External advertisements may run concurrently with internal job postings. Candidates will be evaluated on skills, work experience, job performance, appropriate educational training, other relevant work factors and attendance/punctuality.

Employees are required to remain in one position for a minimum of six (6) months before becoming eligible to apply for an internal job posting. Exceptions to this requirement may be made by written request to the Vice President for Human Resources who, in consultation with the Vice President for Finance/CFO, will review each case on an individual basis. In addition, employees still on the Introductory Evaluation Period are not eligible to apply for internal job postings. Exceptions to this may be granted only in extreme circumstances by the Vice President for Finance/CFO.

As in all employment decisions, final selection of candidates will be made on the basis of qualifications regardless of race, creed, color, sex, gender, affectional or sexual orientation, age, marital or family status, disability, national origin, military or veteran status, religious belief, ancestry or any other protected trait or class as established by law.

Transfers will be considered on a case by case basis taking into account the benefits and potential disruptions to the respective departments. Arrangements for transfer or promotion to another position within the University must permit adequate time to obtain a satisfactory replacement. The amount of time for release of the employee will be determined between the releasing and receiving department heads, or in consultation with the Vice President for Human Resources, and may be extended, depending upon circumstances and/or business need.

A job posting is not required when the vacancy can be filled by a qualified employee who already works in the department where the vacancy exists.