

Policy 704.7 – Change in Staff Employment Status

Date Adopted: 10/1/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: UMW Affirmative Action/Equal Employment Opportunity Plan

I. POLICY

The University of Montana Western policy states that all persons will receive equal opportunity for employment and all employment decisions, personnel actions, and administration of benefits to students and employees rest exclusively upon criteria that adhere to the principle of equal opportunity.

II. PURPOSE

The purpose of this policy is to establish the procedure that must be used prior to implementing any changes in the terms of employment of non-academic employees.

III. PROCEDURES

The conditions under which an employee may be changed to a new or different position are: selection by means of an established staff recruitment, temporary reassignment to a position, permanent reassignment to a position which does not result in a vacancy for which a recruitment would be required, or progressed to the next step of an approved career ladder.

No transfer, promotion, wage change, change in hours or duties, dismissal or non-renewal of contract of any staff employee shall be considered to be effective until the Vice Chancellor for Administration & Finance/Student Affairs, or designee, has reviewed the request.

IV. AUTHORITY

UMW Affirmative Action/Equal Employment Opportunity Plan

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, EEO/Affirmative Action Officer,
Associate Director of Human Resource Services