



Human Resources

Promotions and Lateral Transfers

T-level/grade positions

Promotions

A 'promotion' is defined as advancement to a position graded at a higher level, either by reclassification or bidding. The HR Business Partner will work with the department to develop an appropriate offer taking into consideration the budget, the employee's job-related qualifications, internal equity, and potential salary compression issues.

Lateral Transfers

A 'lateral transfer' is a move to a position within the employee's identical T-grade. Transfers within the same T-grade typically WILL NOT warrant an increase in the employee's salary.

An employee who has accepted a lateral transfer may, under certain conditions, be considered eligible for a salary increase upon review and approval by an HR Business Partner. A variety of important factors are to be reviewed by the HR Business Partner when considering a salary increase for a lateral transfer, including job duties, the positions' family, the employee's salary placement, and quartile on the salary structure scale, all relevant internal equity considerations, department budget, and funding source.

Questions regarding lateral transfer salary increases should be directed to the HR Business Partner or Talent Acquisition Specialist.