

Transfer and Promotion Policy

POLICY: Transfer and Promotion Policy

POLICY NUMBER: 300.47

CUSTODIAN: Special Projects

APV'D DATE: 11/17/2020

REVIEW DATE: 11/2020

EFFECTIVE DATE: 11/17/2020

REFERENCES: Search Committee Policy, Annual Leave Policy, Compensation Policy.

Part 1. Policy Background and Purpose.

The purpose of the Promotion/Transfer Policy is to provide greater opportunities for promotion from within and to improve the upward mobility potential for qualified White Earth Tribal and Community College (WETCC) staff. The policy is designed to provide equal employment opportunity to all employees and job applicants.

Part 2. Definitions

Internal employee is an employee who is employed by WETCC.

Affiliated Entity includes the White Earth Reservation Tribal Council, White Earth Housing Authority, White Earth Credit Union, Pine Point School and Shooting Star Casino.

Promotion is defined as a change of position resulting in more responsibilities and an increased rate of pay.

Transfer is defined as a change of position resulting in the same or less responsibilities and a same or lesser rate of pay.

Part 3. Responsibility.

It is the responsibility of the appropriate director to determine if a position can be filled internally by a promotion or transfer and fill out the necessary paperwork to begin recruitment.

It is the responsibility of the Human Resources (HR) Technician to post the advertisement for the position in accordance to approved policies.

It is the responsibility of the President to approve all promotions and transfers.

Part 4. Policy.

A. Positions to be filled by internal transfer or promotion

At the discretion of the director, a position may be advertised internally for applicants. Only employees of WETCC are eligible to apply for a position advertised internally.

The supervisor will work with the HR Technician to post the position internally for a period of five (5) days.

- The normal hiring process shall be used for an internal position announcement.
- Any internal WETCC employee may apply for an internal position opening.
- Promotions and transfers will be made whenever practicable based on present job performance, past record, length of service and qualification to handle the particular job for which the employee is being considered but are at the discretion of the Cabinet Member and Hiring Committee.

B. Affiliated Entities

WETCC participates with other White Earth Tribal Entities to allow employees who move from one position to another within affiliated entities the opportunity to move without a cease in benefits.

An employee who is hired into a WETCC position from an affiliated entity will be allowed to move the following benefits:

- Years of service
- Up to 40 hours of annual leave, any remaining balance will be paid out by the entity the employee is leaving
- Health, Life, AD&D insurance without a break in coverage, payroll deductions will be moved with the employee
- 401(k) without a break in coverage, payroll deductions will be moved with the employee as well as the employer matching contributions

Although most benefits between affiliated entities are very similar, there may be slight variations. It is the employee's responsibility to speak with the Benefits Specialist to ensure there is a smooth transition with benefits. Any variances in benefits shall be determined by the agency the employee is moving in to.

New hire employees who transfer into WETCC Annual leave is accrued from the first day of employment.

C. Pay Rates

It is the responsibility of the employee to determine if an offered position has an acceptable rate of pay when the position is offered and accepted.