

Employee Job, Assignment, Salary Change Request EAF

Additional Information, FAQs and Resources

The Employee Job, Assignment, Salary Change Request EAF has been updated to allow for employee changes and movement between positions that are not a result of a job posting.

Certain change types will require additional supporting documentation and additional approvals. In addition for Promotions and Transfers, a reason why no search or posting was conducted will be required. Supporting documentation must be attached to the EAF and can be in the form of emails or other separate documentation.

Supporting documentation is required and may be submitted as attachments to the email (hreaf@rit.edu) along with the EAF or included in the body of the email.

- **Business case** – include all information and rationale pertaining to the change. This may be enrollment data, job skill realignment, supervisory changes or redistributions, redistribution of FTE.
- **Funding information** – include existing permanent budget and operating budget information as well as any impacts the changes will have to the budget. This would include using other available budget dollars for the change.
- **Impact on other positions** – include all information about other position numbers impacted by this change. This would include if someone is moving to another position, what is happening to that incumbent, i.e. retirement or if using FTE from another position to supplement a permanent schedule change.
- **Staff Job Description (JDQ)** – Note: the new approved JDQ may be attached to the EAF or otherwise note that the approved JDQ is on file with HR.
- **Employee Communication** – attach notice to employee which details the changes that affect salary or the terms and conditions of employment such as work schedule or benefits classification.

Primary Change Type: please consult with your HRSM if you have any questions about which reason to use.

1. **Change in work schedule (hours per week or weeks/months per year):** This may result in a change to the employee's FTE, Benefits Category or FLSA Classification.
2. **Department change due to reorganization:** To move positions and the position incumbent (employee) within a business unit. Not to be used when moving a vacant position, please contact position_control@rit.edu for more information.
3. **Change in job duties:** To change job title, salary, or wage band due to a job re-evaluation.
4. ****Promotion:** promotion due to progression within a job family
5. **Rank:** When permanently changing the budget line of rank type (i.e. Tenure Track to Lecturer) on a position.
6. **Retirement Transition:** Approved Retirement Transition Form must accompany this EAF. <https://www.rit.edu/fa/humanresources/sites/rit.edu/fa.humanresources/files/forms/RetTransReqMem.pdf>
7. **Salary Change Only:** use when there are no other changes to the employee. Note: this reason code should be used only for pre-defined and authorized events or as a result of a consultation with the HRSM.
8. **Transfer out of or into an Administrative Faculty position:** Please refer to policy E8.0. <http://www.rit.edu/academicaffairs/policiesmanual/sectionE/E8.html>
9. ****Transfer to new position:** To move an employee from one position to another position within a business unit. Do not use this when hiring an employee into a vacant position that has been posted, use the online EAF through CareerZone.

****Reasons for no posting or search** (required for Promotions or Transfers not as a result of a search):

It generally is expected that positions will be posted on its [Career Web Site](#) (either internally, externally or both) to identify applicants for regular staff and faculty positions. The type of posting and extent of the search will be determined after careful consideration of the goals and needs of the University and other related factors, such as availability of an appropriate pool of diverse applicants. For a variety of reasons it may be impractical or even impossible to follow regular search procedures.

1. **Target of Opportunity:** The position requires specific, unique skills related to the position; the likelihood of a search identifying a more qualified candidate is negligible; and an immediate hiring need exists. In all these cases the candidate would be on the short list of top candidates if a full search were conducted, and the individual would be highly sought after by peer institutions.
2. **Short Term Need:** The position is of short, fixed duration (no more than one year) and it is imperative that a person be hired immediately.
3. **Grant Association:** When an individual is identified in an approved contract or grant.
4. **Pulling Candidate from Prior Diverse Candidate Pool:** The department has filled a similar position within the past six months, the applicant pool is diverse and reflects the availability in this job category, and wishes to use the same applicant pool.
5. **Interim Role:** When a department finds it necessary to appoint an individual in an interim or acting capacity for a temporary period, generally not to exceed one year.

Resources:

- CareerZone – for information on internal hires and job postings
<http://www.rit.edu/fa/humanresources/content/recruiting-interviewing-and-hiring>
- Benefits Classifications – for information on what category is to be used
<http://www.rit.edu/fa/humanresources/sites/rit.edu.fa.humanresources/files/images/Benefits%20Listing%20With%20Emp%20Cat%20May%202013.pdf>
- Position Control Information – additional information on changes to vacant positions
<https://www.rit.edu/fa/humanresources/content/position-control-procedures>
- FTE Calculator -
<https://www.rit.edu/fa/humanresources/sites/rit.edu.fa.humanresources/files/forms/ftecalculator.xlsx>

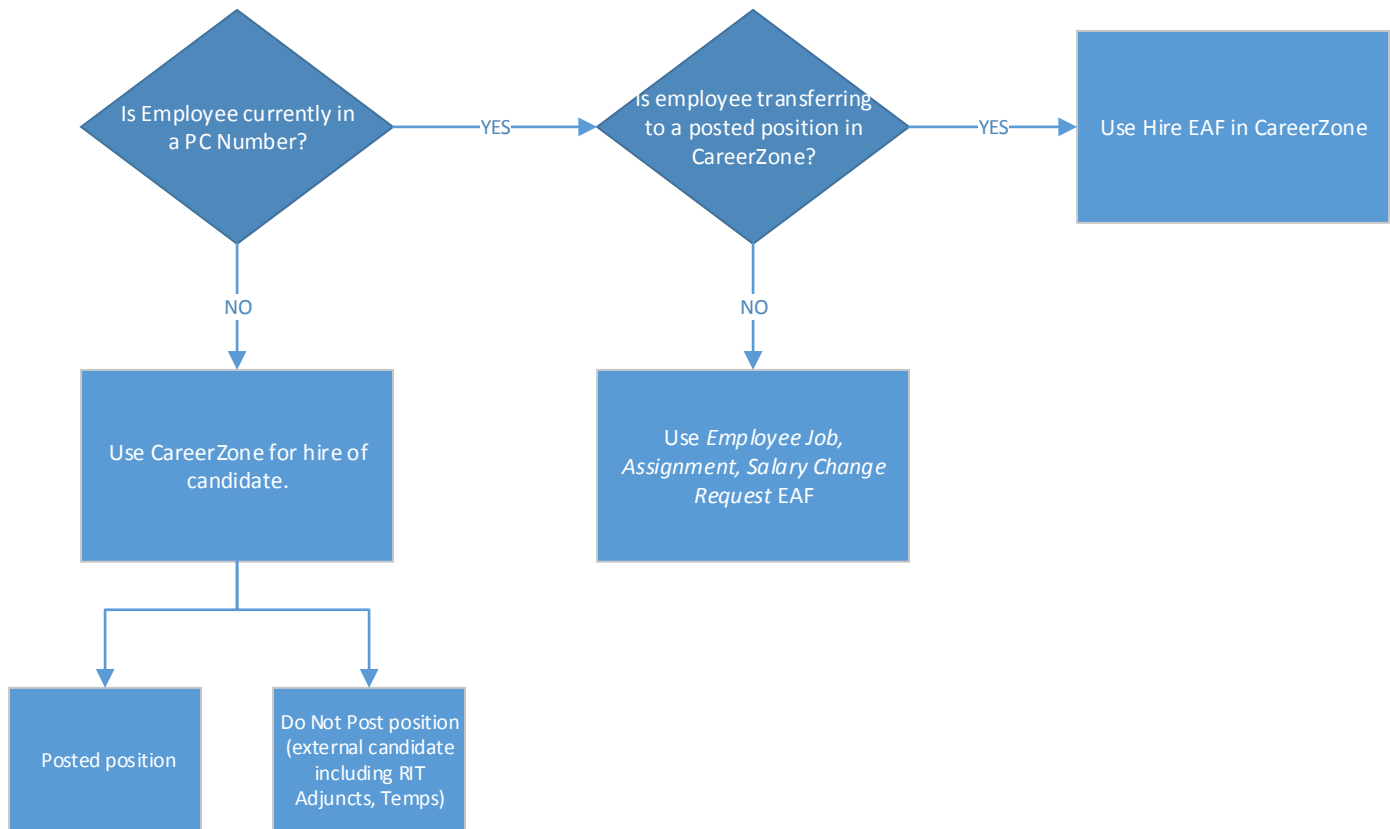
Approvals (all approvals must be obtained prior to any communication of the change to the employee):

- All changes require the approval of the supervisor of the employee with the change and the department or budget head for the department affected. Please note: if there is a salary change AND if the supervisor is the budget or department head, a second level approval is required.
- Additional approvers are required for any changes to positions or for an employee moving to a different position. The budget or financial analyst for the college/division/department, the dean or division head, the RIT Budget office and for employee changes within Academic Affairs, the Provost Budget office and the Provost are required.
- The Principal Investigator and SPA rep are required for any changes that affect grant or contract accounts.
- Approvals can be in the form of email attachments to the EAF provided that the email includes the rationale and other pertinent information.

Frequently Asked Questions (FAQs):

Q. When do I use the *Employee Job, Assignment, Salary Change Request EAF* and when do I use a requisition through CareerZone?

A. Use this EAF when processing changes on existing regular employees (in a PC number). Do not use this form for changes to temporary or adjunct employees. Use a requisition in CareerZone when hiring into a vacant position including Do Not Post positions when hiring an existing adjunct, temporary or student employee.



The questions below pertain to the use of the *Employee Assignment, Job, Salary Change Request EAF* for existing employees. Questions on the use of CareerZone for vacant positions can be directed to Position_Control@rit.edu

Q. I have an employee that is currently in a faculty position. The job has changed substantially so that is really more of a staff position.

A. A detailed business case is required including funding information and a Job Description Questionnaire for the new staff position.

Q. I am transferring one position and the employee to another department permanently, the title will remain the same.

A. Provide a detailed business case including background information as well as information on the disposition/transfer of the associated budget dollars.

Q. I am changing the funding source on one employee's position from temporary (OT) to permanent (OO).

A. Provide a detailed business case including background information. Information on the budget dollars used for this must be included. Please note that the funding for the position must be from the permanent operating budget. If you have already received approval and direction to do this from the RIT Budget office, please attach the email to the EAF.

Q. I am moving a Lecturer from one position to another position to cover while the regular faculty member is on Professional Development Leave. Do I need a new position (OU)?

A. A new position is needed for the PC number of the faculty on leave and can be requested using the New PC Setup form

https://www.rit.edu/fa/humanresources/sites/rit.edu.fa.humanresources/files/forms/New_PC_Setup_Form.pdf .

Q. I am moving a Lecturer from one position to another position to cover while I search for a permanent tenure track faculty. Do I need a new position (OU)?

A. Yes an OU position will need to be set up for the lecturer. The 00 position will be used for the search and posting through CareerZone.

Q. I am changing a faculty member from Tenure Track to Non-Tenure Track permanently.

A. Provide a detailed business case including impact on programs within the department,

Q. I am reallocating FTE from a vacant position to increase the FTE on one or more positions and increase the work schedule for the employees.

A. Provide a detailed business case including background information as well as information on the disposition/transfer of the associated budget dollars.