
EMPLOYMENT STATUS AND RECORDS

TRANSFERS AND PROMOTIONS

SWOSU encourages employees to apply for campus vacancies for which they qualify and feel would better meet their work desires. SWOSU is not able to guarantee current employees will be transferred or promoted into open positions.

If an employee transfers from one department to another within SWOSU, any accrued compensatory time not taken prior to the transfer will be paid and charged to the previous department. Accrued annual leave and sick leave will transfer with the employee to the new department.

Employees transferring into grant funded positions should see **Section: Grant Funded Employees** or contact the Human Resources Office for more information.