

# University Counterproposal

## Job Changes (Staff)

November 10, 2025

### 1. Job Changes

- 1.1. A staff member's role **within** their department or **responsibility** center may evolve without the need for a formal job posting, leading to one of the following scenarios:
  - 1.1.1. **Promotion:** This involves advancing a staff member to a position with increased responsibilities and a higher pay grade.
  - 1.1.2. **Demotion:** This is the reassignment of a staff member to a role with fewer responsibilities and a lower pay grade.
  - 1.1.3. **Lateral Job Change:** This occurs when a staff member moves to a different job at the same level of responsibility and pay grade.
- 1.2. For any job changes involving a move **outside of** a staff member's responsibility center, whether for promotions, demotions, or transfers, a formal job posting is required.
- 1.3. Bargaining unit employees interested in pursuing a promotion or a lateral job change must express their interest during the performance evaluation process outlined in Article \_\_, Performance Evaluation. Additionally, supervisors have the discretion to initiate promotions.
- 1.4. Within 30 calendar days of a bargaining unit employee expressing interest in a promotion or lateral job change (Section 1.3), the supervisor will strive to meet with the employee. During this meeting, they will discuss the employee's qualifications, operational needs, and **the eligibility requirements for a ~~for the desired~~ promotion or lateral job change in the future.**

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### 2. Job Change Request

- 2.1. Should a bargaining unit employee perform duties that align more closely with a different target job than their current role for a minimum of **six months**, they can request a review of their job. This is done by submitting a written request to their supervisor, summarizing the basis for the review. Supervisors also have the authority to initiate such reviews.

The University of Pittsburgh reserves the right to add to, delete from, or modify any proposal herein prior to final agreement. Any withdrawal of a proposal is without prejudice to the University. Any tentative agreements reached between the parties on any proposals shall not become final until (1) the parties have reached final agreement on a full collective bargaining agreement, and (2) the Union membership has ratified the full collective bargaining agreement

### 3. Job Postings

- 3.1. **When seeking candidates outside of the responsibility center,** All job openings covered by this Agreement will be advertised on the Employer's Human Resources website. These postings will include details such as the job title, duration, department, campus, work hours or days (work schedule), work arrangement, and the status as a bargaining unit position.
- 3.2. Bargaining unit employees interested in transferring to a posted job opening must apply through the Employer's Human Resources website.
- 3.3. If two or more bargaining unit employees meet the education and/or experience requirements and are the exclusive finalists for the same job opening, the most qualified candidate will be selected. If two or more candidates are equally qualified, the employee with the longest continuous service to the Employer, as defined by Article \_\_, Seniority and Layoff, will be chosen.
- 3.4. Interpersonal characteristics or qualities may be a basis for the selection or non-selection of a bargaining unit employee for a job opening.

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