



## Policy 4.44 Lateral Transfers

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Compensation

**Effective Date:** March 30, 2007

**Last Revision:** May 07, 2007

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### Policy Details

A lateral transfer occurs when an employee is transferred into a new position within the same classification as his/her current position or into a position of another classification within the same pay grade. Generally, this will not result in a salary change.

In some circumstances, departments may elect to give a small salary increase when an employee makes a lateral move from one job to another. Increases for lateral moves are not intended to be automatic but may be considered when the employee appears to be low in the range based on the amount of related experience he/she has for the job into which he/she is going or relative to other similarly qualified job incumbents within the department.

Salary increase requests based on a reason other than the employee's position in range will be evaluated on a case by case basis.

Increases associated with lateral moves must be authorized by the appropriate Vice President, Dean, Director, or Department Head and must be supported by the Recruiting Specialist or by Compensation in order to be processed.

Lateral moves generally will not affect the employee's next scheduled review date and opportunity for a salary increase, regardless of whether or not the employee receives an increase in conjunction with the lateral move.

### Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.44>

### Revision History

**No previous versions of this policy were found.**

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