POLICY

Employment At Will

Loyola Marymount University is an “at will” employer. This means that the employment relationship between the University and each of its employees may be terminated at any time by either the University or the employee, with or without cause, and with or without notice.

The foregoing “at will” policy may be modified only by a written document signed by the President of the University and the affected employee. No implied contract concerning an employment-related decision, term or condition can be established by any other statement, conduct, policy or practice.

Nondiscrimination and Affirmative Action

Loyola Marymount University is committed to nondiscrimination and affirmative action to achieve equal opportunity in employment. Except in situations in which it is appropriate to make hiring decisions based on religious creed, the University prohibits discrimination because of race, gender, religious creed, color, national origin, age, ancestry, qualified disability, medical condition, or marital status.

The University's affirmative action practices include:

- developing diverse applicant pools;
- recruiting individuals from protected classes for jobs from which they have been excluded or underrepresented;
- recruiting to achieve race and gender equity in work units having a disproportionate concentration of a particular race or gender;
- opening job opportunities to persons with disabilities and Vietnam Veterans.

It is the responsibility of everyone involved in the recruitment process to assist in the development and implementation of affirmative action plans with meaningful and realistic timetables for achieving optimum representation of protected classes.

Equal Employment Opportunity

To ensure equal employment opportunity, applicants should be sought within the immediate work unit, elsewhere in the University, and in the labor market whenever positions become available.

It is the responsibility of the Manager of Employment/Wage & Salary Administration (Westchester) and the Director, Human Resources (Law School) to help supervisors align affirmative action goals for minority employment with affirmative action goals for promotion from within.

Internal Applications

The University wishes to provide opportunities for each employee to realize his/her potential and encourages qualified employees to apply for positions as they become available. Transfer opportunities:

- help the employee function more effectively and reach a level commensurate with his/her ability and ambition by providing a more advantageous work environment;
- helps the University retain the services of competent employees.
Those involved in recruiting are encouraged to consider University employees as well as applicants from the job market whenever a position becomes vacant.

PROCEDURE

To request a transfer, the employee must complete a Transfer Request form available in the Human Resources Office at both campuses. The request for transfer will be processed in the same manner as an application for employment.

To process a transfer, the department gaining the employee must complete a Personnel Action Form (PAF) as required in the policy entitled EMPLOYMENT.

If the transfer involves a promotion or demotion, the supervisor gaining the employee must consult with the Assistant Vice President, Human Resources (Westchester) or the Assistant Director, Human Resources (Westchester) or the Director, Human Resources (Law School) regarding changes in job title, grade, and salary.

The University encourages staff members to apply for positions as they become available. Job openings are posted on the University website, on the bulletin board outside of the Human Resources Office (Westchester), on the jobline, in the job books located in Human Resources (Westchester), and on the bulletin board in the staff lounge (Law School).

Other Terms and Conditions

An employee must notify his/her current supervisor of the transfer at least two weeks prior to the action taking place.

The effective date of transfer is determined by the supervisors in the losing and gaining departments.

Normally, there is no salary increase when an employee transfers to a position that is in the same grade as his/her current position.

A transfer to a position in a higher salary grade is considered a promotion.

A transfer to a position in a lower salary grade is considered a demotion. A demotion action may necessitate a reduction in the employee’s salary in order to maintain equity within the department or if his/her salary exceeds the maximum for the new grade.

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1 See EMPLOYMENT.
2 See PROMOTION.
3 See PROMOTION.