



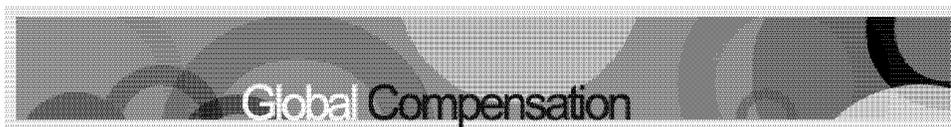
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Global Human Resources

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Job Changes and Discretionary Titles

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Domestic Transfers

Both you and Oracle benefit when you are allowed to learn and expand your capabilities by working in different jobs within the company. A good source for internal job opportunities is the job postings in the Employee iRecruitment application found in [Self Service Apps](#), then click iRecruitment Employee. Also, see the section on Job Postings.

Are there minimum time in position requirements?

Employees must be in a position for 12 months before being eligible to transfer. Some countries and/or business units may require different time frames. Check with your local HR Representative or your local country's Employee Handbook for further information.

How is my compensation affected?

Because a transfer is defined as a change in jobs within a career level, there is generally no increase in salary. However, in some countries your salary may have to be reviewed if your current salary places you below the minimum range for the new job. When an employee's transfer involves moving from one variable plan to another, special consideration may need to be given to the total compensation package. As with a promotion, any salary or other compensation adjustment associated with a transfer must be approved by the appropriate levels of management.

If you have questions, please contact your HR Consultant.

International Transfers

An international transfer is a "permanent" transfer to an Oracle entity outside of the employee's home country. All approvals for the transfer must be obtained, the offer letter issued and accepted, and work permit/visa process initiated prior to the employee starting work in the new country.

An international transfer may, or may not, include a job change, and the salary that is paid for the role in the new market should be determined in consultation with local HR. The employee's compensation is paid in the local country's currency, and the employee becomes eligible for local terms and conditions, benefits, etc. of his/her new country.

Promotions

A promotion occurs when an employee moves to a job assigned to a higher career level. Promotions generally occur during the annual focal process so that the employee's salary can be reviewed to take into account the new duties/responsibilities involved with the promotion.

Discretionary Titles

Each employee is assigned a system title that applies to his or her job code. In addition, each employee is assigned a discretionary title. The discretionary title is often the same as the system title, or in some cases it can be a more descriptive title to be used on your business card, etc. Your lines of business, and some countries, may have guidelines regarding the use of discretionary titles.

For information on VP discretionary titles, go to the [Global Use of VP Discretionary Titles Policy](#).

Global Career Levels

Global career levels are recognizable steps in job families where responsibilities and performance expectations increase from one job to the next higher job. The global career level structure has two tracks: Management and Individual Contributor. An employee is considered a manager if his/her primary duty is management (with hire/fire authority) of two or more regular full time equivalent Oracle employees. All other employees should be considered individual contributors. [Click to review the definitions of each global career level.](#)

This approach to compensation is tailored to incorporate the flexibility necessary to excel in various lines of business, retain pre-eminence in the marketplace, and compete for the most talented people. To better ensure that the total compensation package is competitive, it is imperative that employees be classified into the correct global job.

Job Codes

To facilitate its global job classification process, Oracle uses a job code structure wherein each employee is assigned a job code. Each global job code represents a unique combination of function/specialty area/career level. This means that every employee assigned to jobcode 11111 has the same function, specialty area, and career level combination. If required, a product and industry code is assigned directly to an employee's record in the HR database, which allows this to vary by employee. Contact your manager for more specific job code information.

Note that some countries only list active jobs in their country on their country specific job tables. Please review your local country's job table to ensure the job is available in that country. If you need a job in a specific country and it is not listed on their job table please contact the local Compensation department.

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