Transfers

Purpose

To provide information on the types of transfers and the process for transferring a classified staff employee.

Policy

It is the policy of the University to provide fair and equitable guidelines in transferring a classified staff employee; whether a voluntarily or involuntarily action has taken place. This policy also details the processes for completing a voluntarily or involuntarily transfer.

Procedures

Conditions:

A transfer occurs when a classified employee (“employee”) is appointed to the same or similar position in another department. Most transfers will occur as a result of a job posting. There are three (3) types of transfers; lateral transfers, voluntary transfers and involuntary transfers.

All classified employees may be eligible for transfer if they have satisfactorily completed a probationary period of 180 days provided that the employee has no disciplinary action beyond a verbal reprimand and/or has not been on a performance related action plan as a result of unsatisfactory performance during the past annual review period in their present position.

Types of Transfers:

Lateral Transfer:
The following conditions constitute a Lateral Transfer:
- An employee is transferred to another area or department with the same title, or the same salary range, if the title is different.
- No immediate salary action is to be taken. The base salary of the transferred employee will be reviewed during the normal common review process.

Voluntary Transfer:
The following conditions constitute a Voluntary Transfer:
- When an employee voluntarily elects to apply for a position and is selected for the job which has a lower salary range than their current position.
- When an employee actively volunteers to accept an open position in a lower salary range because of a position elimination or Departmental reorganization.
- The employee’s base salary should be established within 10% of the new job’s salary range, not to exceed the salary range maximum of the new position.

Involuntary Transfer:
The following conditions constitute an Involuntary Transfer:
- The employee’s current position is eliminated due to a restructuring or reclassification and is transferred to a position in a lower salary range.
- The employee will maintain his/her current base salary and follow the normal common review process.
- If the employee’s salary exceeds the maximum salary rate of the new position, the employee’s salary should be red-circled until the salary range for that position is adjusted as part of the normal pay range adjustment process.

Process for Transfers:

1. The current supervisor must verify that all eligibility criteria for an employee’s transfer has been met, including verifying the employee’s past work performance, before recommending an employee for transfer.
2. After an employee has been selected and approved by Human Resource Services (HRS) to transfer to another department, the Directors/Managers of the respective departments will determine a mutually acceptable
transfer date. When assuming the new job, the start date will be a mutual agreement between the current supervisor and the future supervisor. The employee does not decide the starting date.

3. The receiving supervisor should receive a completed performance evaluation from the former supervisor on the transferring employee by the agreed upon transfer date or no later than 30 days after the effective date of transfer.

4. All employees transferring to a new department or position will experience a new 180 day Probationary Period.

5. The probationary period is established to ensure that the employee selected for the new position is qualified and can meet the minimum performance standards for that position.

**Applicability**

All current University classified staff employees.

**Responsible Party**

Director, Human Resource Services

Last updated: October, 2008