

TRANSFERS

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

General Policies:

C 3.1 - The university permits staff members to transfer when it is to the advantage of the staff member and the university.

C 3.2 - Transfer of staff members may be made within or between departments. Consideration of transfer should be handled with care and intelligence for the benefit and welfare of the staff member as well as for the best interest of the university.

C 3.3 - It should be recognized that in our working relationships there may be difficulties of supervision, working conditions or personality problems for which transfer might be the best solution for the staff member and university. Adhering to this principle will enable the morale and general efficiency of the entire university staff to be most effectively served.

Procedure for Transfer Within a Department:

C 3.4 - These personnel actions may be made without special arrangements by the Human Resources Department.

C 3.5 - Transfer requests by staff members should be directed to the supervisor or department head.

C 3.6 - Departments may consult the Human Resources Department, determining qualifications, skills, or abilities of employees.

C 3.7 - The Supervisor or Department Head will notify Human Resources of such transfers in order to keep the classification and payroll records up-to-date.

Procedure for Transfer Between Departments:

C 3.8 - These personnel actions must be arranged through Human Resources.

C 3.9 - Requests may be initiated by the staff member, department head or Human Resources Department.

C 3.10 - When a department head wishes to suggest possible transfer of an employee:

- ☐ The department head will submit a letter of recommendation to the Human Resources Department, stating reasons for the suggestion, noting skills and abilities and evaluating work performance.

- The staff member concerned must be informed of this suggestion before any action is taken.

C 3.11 - When a staff member wishes to initiate a transfer:

- Staff member must discuss their desire with the Human Resources Department. This discussion will be kept confidential.
- Staff member will be informed that the present department head will be notified before any final transfer arrangement will be approved.

C 3.12 - The Human Resources Department may propose a transfer as a result of its knowledge of abilities, talents, or experience of a staff member which would result in better utilization of his skills. Human Resources, with the permission of the department head, will discuss the transfer with the employee.

C 3.13 - Notification will be made to Human Resources of all transfers.

General Provisions Applying in All Cases:

C 3.14 - The staff member must meet the qualifications of the position under consideration and must have served the three month probation period.

C 3.15 - The staff member must be acceptable to the head of the department into which the transfer is desired.

C 3.16 - There must be mutual agreement between the two departments and the Human Resources Department of the proposed transfer. Notice of one pay period is generally sufficient.

C 3.17 - No department head should discuss the potential transfer of a staff member from his department without clearance by Human Resources. If a department wishes to investigate the possibility of securing the services of a staff member in another department, there should be a letter submitted to the Human Resources Department indicating that interest and providing such additional information as might be pertinent in determining whether such a transfer might be suitable action for all parties concerned. If the preliminary study indicates such a transfer warrants further consideration, the Human Resources Department will coordinate the steps necessary to initiate the transfer process.

C 3.18 - Staff members may not enter into direct contact with another department regarding transfer; they must receive clearance with Human Resources before any negotiations take place.

C 3.19 - Transfer of a staff member from one department to another will carry into the new department the accumulated vacation and sick leave earned in the previous department.

Personnel Action Request Form (PAR):

C 3.20 - If a transfer involves a change in department, title, salary or working hours, Sections A, B, C and E of the PAR ([See B-5](#)) must be completed by the

department head and forwarded to Human Resources.

II. ENTITIES AFFECTED

Staff

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	