

Employee Transfers

Updated: 7/07/2016

Purpose

To provide information on the types of transfers and the process for transferring staff employees.

Policy

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

Procedures

Conditions:

A transfer occurs when a staff employee is appointed hired to the a 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 staff employees may be eligible for transfer if the employee has no disciplinary action beyond a verbal reprimand and/or has not been on a performance plan as a result of unsatisfactory performance, conduct, or behavior during the past annual review period in their present position.

All Classified staff employees must satisfactorily complete a probationary period of 180 days.

Types of Transfers:

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:

- 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.
- If the salary is above the maximum, it will be frozen until the pay range is adjusted or the individual is promoted into a higher pay range.

Involuntary Transfer:

- The employee's current position is eliminated due to a restructuring or reclassification and is transferred to a position within 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 will be frozen 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 and department head 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.
 - If the eligibility criteria has not been met, the current supervisor and Associate Vice President of HR will assess employee's request for the transfer. The Associate Vice President for Human Resources will render a final decision on the transfer request.
2. After an employee has been selected and approved by the Office of Human Resource to transfer to another department, the Director/Manager of the respective departments will determine a mutually acceptable transfer date. 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 staff Classified employees transferring to a new department or position will experience a new 180 day Probationary Period. 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 staff employees.

Responsible Party

Associate Vice President, Office of Human Resources