

SECTION 800.16

Transfers

Transfers are considered to be lateral changes within the same job classifications and do not involve an increase in salary. Transfers normally have the convenience of the employee or the University as their goal; however, this action is also an effective tool used in increasing the flexibility of the work force.

Transfers can be of a temporary or permanent nature, and should not be confused with promotion or demotion, which are initiated by the Department of Human Resources.

1. Initiating an Interdepartmental Transfer.

Normally, transfers will be limited to those employees who have been employed for a one-year period, and prime consideration for approving such actions will be the overall gain in operational efficiency.

The Department of Human Resources should be notified immediately when such action is desired so it can ascertain that the person is qualified and that the best interests of the University are served. The Department of Human Resources will serve in a liaison capacity between involved departments, coordinating the effective date of transfer and the re-staffing efforts to be made in the department whose work force has been reduced.

2. Initiating an Intradepartmental Transfer.

Within an operating department or unit, transfers of employees can be initiated by the departmental supervisor/administrator. Such transfers may involve position title changes, insofar as no promotion or demotion is involved and that there is no resultant effect on compensation. Such transfers allow the department to better utilize employee skills, make accommodations in work schedules, e.g., night shift to day shift, with the department's operating efficiency as the primary goal. Transfers of this nature must be approved by the Human Resources Department with the University's budget and payroll offices properly advised.

3. Transferring to Another System Institution.

Employees accepting employment at other system units, whether such employment is of a lateral or promotional nature, may be considered to have transferred. This would avoid a break in service, maintain longevity for benefit accrual purposes, and allow transfer of leave balances in accordance with Board of Regents policies. Employees should contact the Office of Personnel Services to make certain the proper procedures are followed to affect the transfer.