Employee Transfers

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<th>Section: Employment</th>
<th>Policy Number: 124</th>
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<td>Responsible Office: HR/HR Services</td>
<td>Effective Date: 04/01/01</td>
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<td>Revised: 09/01/01; 08/01/12</td>
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Policy

The University believes that providing employees with the opportunity for mobility and advancement promotes the retention of employees with skills and experience vital to a healthy institutional culture.

As an equal opportunity employer, the University supports the recruitment, employment, and advancement of women, minorities, individuals with disabilities, disabled veterans, and veterans of the Vietnam era for all positions in which they are qualified to perform. Only valid requirements for employment and promotional opportunities are imposed. Good faith efforts are used to achieve ethnic and gender diversity at all levels of the workforce. Further, the University strives to enhance opportunities for mobility and promotion of qualified candidates who are current University employees.

Qualified employees are encouraged to pursue posted positions within the University. An internal career portal is available through UIS and St. John’s Central for all employees to view and apply for open positions. For information on Job Posting, see policy #105

Definitions: Generally, a transfer is a voluntary move by an employee to a vacant position with the same or lower salary grade. It may or may not require different duties and responsibilities than are performed in the employee’s current job. A transfer to a higher salary grade is considered a promotion and would follow the guidelines provided in the Employee Promotions policy (#123).

Transfers can occur in the following ways:

- An employee can pursue a vacant position outside of his or her current department.
- An employee can pursue a vacant position within his or her own department.

Procedures

Eligibility: Employees who have worked a minimum of 12 months in their current position with the University, and have met their job expectations according to the University’s Partnership for Performance, policy #202 are eligible to apply for positions. Employees on corrective action are not eligible to apply. Exceptions may be made only with the approval of the employee’s current department head. Employees are eligible for transfer within their department anytime after successful completion of the three-month Orientation Period.

Employees are encouraged to inform their supervisor when they apply for positions at the University. If the employee is selected for an interview, and there is a sufficient level of mutual interest after the interview, the hiring manager will contact the Recruitment Office to check work history and performance. In general, employees must give a minimum two-week notice to their supervisor before starting a new position.
The department receiving the employee is responsible for notifying Human Resources via a Personnel Change Form (PCF).

Transferred employees and their supervisor should perform Performance Planning, including setting new objectives and identifying competencies, in accordance with the guidelines in the University’s performance management system, *Partnership for Performance* (Policy #202).