

TRANSFER LIST INFORMATION SHEET

Definition: A transfer is the movement of an employee from a position in one department/division to a position in the same classification to a different department/division.

Section 3.13, I, A, 1 in the Manual of Personnel Rules, Practices and Procedures describes the Employee-Initiated Transfer:

"If an employee wishes to move to another department in the same classification, the employee must submit a written request to the Human Resources Manager responsible for Employment Services. It is the employee's responsibility to notify his/her supervisor of such a request. When a vacancy occurs within the requested department, the employee's name (if employee is eligible) will be certified for consideration along with others on the eligibility list. The department may then appoint any of the persons certified."

An employee may be placed on the Transfer List as long as current work performance is satisfactory, the employee has passed probation in the present classification and there is not an outstanding disciplinary action pending (Section 3.13,I,C). Once the request is approved by the Human Resources Manager, your name will be placed on the Transfer List for one year from the date of approval.

Procedures for placement on the Transfer List:

1. Submit an online application and complete the supplemental questionnaire.
2. If your request is approved, you will receive a confirmation from Human Resources indicating your eligibility term on the Transfer List.
3. You will be certified to vacant positions in accordance with the information provided on the supplemental questionnaire. (Note: Transfer list certifications are not made for positions requiring specialized knowledge, skills and abilities; employees must apply for specialized positions through the normal recruitment and selection process.)
4. Your name will be removed from the Transfer List under the following circumstances:
 - a. You are appointed to a position from the Transfer List.
 - b. One year has elapsed from the date your name was placed on the Transfer List.
 - c. Your name will be removed from the list after the third occurrence of the following: you decline interviews; you fail to respond to certifications; you decline appointment offers; you fail to respond to communications from the hiring department or the Human Resources Department.