State Policy: 40.045.01 Transfers

APPLICABILITY: Classified unrepresented and management service employees

REFERENCE: Administrative Rule 105-40-010

(1) Policy: The Administrator and/or individual state agencies may provide for transfer of employees, when appropriate, to provide for the most efficient and effective use of employee resources and may establish transfer processes as appropriate.

(a) The transfer process shall be completed with no more than a 15 calendar-day break in service.

(b) Statewide Transfer

Eligibility for placement on the statewide transfer list (TR) shall be based on the classifications for which the employee is qualified of the same, equal, or lower salary range number. For classified represented employees, use of the transfer list shall not be in conflict with an applicable collective bargaining agreement. See Section (2)(b) of this policy for employees whose positions have been reallocated due to a classification plan implementation.

(c) Internal Transfer

Individual agencies may establish their own internal process and communicate it to their employees.

(d) Notice of Transfer

(A) A classified unrepresented employee shall be given 45 calendar days notice of an involuntary geographic transfer.

(B) A management service employee may be transferred for the good of the service with advance notice determined by the appointing authority.

(2) Policy Clarification:

(a) Agencies are encouraged to allow employees who have been targeted for layoff or have been demoted in lieu of layoff the opportunity to be considered for positions in different classifications, geographic locations, and agencies consistent with reemployment eligibility.

(b) Employees whose positions have been reallocated as part of a classification plan implementation shall be eligible to be placed on the statewide transfer list (TR) for the reallocated classification in which they currently hold regular status.