



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Transfers	DOC Policy: 20.4.12
Supersedes:	DOC Policy 20.4.12, "Transfers" dated 01/26/00	
Applicability:	Classified, unrepresented, represented employees consistent with applicable collective bargaining agreements and management service employees	
Directives Cross-Reference:	None	

I. PURPOSE

To define the types of transfers available to hiring managers, their use, and the specific requirements and criteria for each type.

II. DEFINITIONS

- A. **Classified Service:** All positions in state service, which are not listed in ORS 242.200, 240.205, or 240.212.
- B. **Demotion:** The voluntary or involuntary movement of an employee from a position in one classification to a position in another classification having a lower salary range number.
- C. **Hiring/Manager:** The person responsible for requesting the hiring list of applicants and/or is responsible for the hiring decision.
- D. **Internal Transfer:** Transfer within the Department of Corrections or Board of Parole and Post Prison Supervision.
- E. **Management Service:** Positions in state service, not in the exempt or unclassified service, determined to be confidential, under ORS 243.650(6), or managerial under ORS 243.650(16), or supervisory under ORS 243.650(23).
- F. **Represented Position:** A position currently represented by a labor union or other official representative.
- G. **Skill Code:** A code assigned to a special qualification for use in selective certification.
- H. **Statewide Transfer:** Transfer from one agency to another.
- I. **Transfer:** The lateral movement of an employee (except temporary) from one position to another position in the same classification or from a position in one classification to a position in another classification having the same salary range number.

- J. Unrepresented Position: A position eligible for official representation by a union or association, but for which representation has not been elected.
- K. Voluntary Demotion: Movement of an employee to a position in a classification with a lower salary range, not necessitated by layoff circumstances and not reflecting discredit on the employee.

III. POLICY

A. General

1. The department reserves the right to determine the appropriate method of filling vacant positions. The department will provide for transfer of employees when appropriate, for the most efficient and effective use of employee resources and whenever possible, will endeavor to meet the needs of its employees' wishes in the transfer process. For classified represented employees, use of the transfer list shall not be in conflict with the applicable collective bargaining agreements.
2. The department recognizes that during DOC's period of expansion, transfer activity will understandably increase. The department supports this process and will work toward making the process efficient, effective and equitable. The department also encourages 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 location and agencies consistent with re-employment eligibility.
3. The transfer process shall be completed with no more than 15 calendar days break in service.

B. Statewide Transfer

Eligibility for placement on the statewide transfer list (TR) will be based on the classifications for which the employee is qualified of the same, equal or lower salary range number.

C. Internal Transfer

1. Classification to Same Classification:
 - a. The Recruitment Unit will maintain a roster of active transfer candidates for all classifications. Employees who wish to transfer to a classification of the same level will use the "*Department of Corrections Transfer Application*" available from the Human Resources Unit of individual Human

Resources Consultants (HRC). The department requires that hiring managers will interview eligible employees who have requested transfer to that institution or unit for the classification of the vacant position.

- b. The hiring manager may request the Recruitment Unit to provide the current active list of interested transfer candidates only, or in conjunction with other appropriate applicant lists (please refer to your Supervisor's Recruitment and Selection Guide). An employee not selected for transfer may request and shall receive an explanation of the reasons the employee was not selected.
 - c. The hiring manager may desire to actively recruit for transfer candidates. In this case, he/she should contact the recruitment Unit to develop an announcement seeking interest in transfer. This announcement will be distributed to all institutions and units so that all interested candidates may apply.
 - d. Staff who are on trial service are prohibited from transfer through the transfer policy, Open Competitive lists, and/or Agency Promotion lists until their trial service period has been satisfactorily completed. This does not preclude applicants who are eligible for promotion or who may qualify for other positions within the department while still serving their trial service. This also does not limit those employees who, by reason of family emergency or exceptional circumstance, require transfer consideration. Those situations will be addressed on a case-by-case nature as they occur.
 - e. It is the responsibility of the employee to make the necessary written request (*Department of Corrections Transfer Application*) to the Recruitment Unit for a desired transfer to a different institution or unit. All applicants wishing consideration for transfer will remain on the transfer list for 24 months from date of data-entry.
 - f. Transfers will normally not be eligible for relocation allowance unless the transfer is ordered for the benefit of the department. In such cases, the appointing authority will specifically notify the candidate in writing that the department will pay a relocation allowance.
2. Transfer within the same salary range or transfer by demotion to lower salary level/classification:

An employee wishing to be considered for transfer within the same salary range or voluntarily demote to a lower level may do so as long as they meet the minimum qualifications of the job being sought. In this case, however, applicants should submit to the Recruitment Unit a PD100 and any appropriate skill code sheets demonstrating that they may meet minimum qualifications. Applications will be accepted at any time and qualified applicants will be placed on the transfer list for 24 months from date of data-entry.

D. Notice of Transfer

1. A classified unrepresented employee shall be given 45 calendar days notice of an involuntary geographic transfer.
2. A management service employee may be transferred for the good of the department with advance notice determined by the appointing authority.
3. A classified represented employee shall be given notice of involuntary transfer consistent with the applicable collective bargaining agreement.

IV. IMPLEMENTATION

This policy shall be adopted immediately without further modification.