

SUBJECT: Transfers	NUMBER: 40.045.01
DIVISION: Chief Human Resources Office	EFFECTIVE DATE: 2/01/2019
APPROVED: Signature on file with the Chief Human Resources Office	

POLICY STATEMENT: State agencies may transfer employees, when appropriate, to provide for the most efficient and effective use of resources and may establish transfer processes.

AUTHORITY: ORS, 240.145, 240.250, 240.316(4)

APPLICABILITY: All employees (except temporary employees) when not in conflict with an applicable collective bargaining agreement

ATTACHMENTS: None

DEFINITIONS: **Transfer:** The lateral movement of an employee (except a temporary employee) from one position to another position in the same classification or from a position in one classification to a position in another classification of the same salary range.

Also refer to State HR Policy 10.000.01, Definitions

POLICY:

- (1) The transfer process shall be completed with no more than a 15 calendar-day break in service.
- (2) Internal Voluntary Transfer:
 - (a) Individual agencies may establish their own internal process and communicate it in writing to their employees. At their option, agencies may create and maintain an agency transfer list. Transfer lists shall include eligible state employees who apply for and meet the minimum and special qualifications of the position they wish to transfer to. Employees may request placement on transfer lists through the agency human resources office.
- (3) Involuntary Transfer:
 - (a) A classified unrepresented employee shall be given 45 calendar days' notice of an involuntary geographic transfer. An involuntary transfer that is a change of duties or division but not location requires advance notice as determined by the appointing authority.

- (b) A management service employee may be transferred for the good of the service with advance notice as determined by the appointing authority.
- (c) An unclassified executive service employee may be transferred at any time for any reason with notice as determined by the appointing authority.
- (d) If an employee's position is transferred to another location due to a permanent office closure and the employee refuses the transfer, the employee in effect resigns from their position.