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| <div><div>DAS</div><div>DEPARTMENT OF ADMINISTRATIVE SERVICES</div></div> <div>STATEWIDE POLICY</div> | <div>NUMBER</div> <div>40.045.01</div>   | <div>SUPERSEDES</div> <div>40.045.01<br/>02/01/2019</div> |
|   | <div>EFFECTIVE DATE</div> <div>01/01/2025</div>  | <div>PAGE NUMBER</div> <div>Pages 1 of 2</div>            |
|   | <div>REVIEWED DATE</div>   |   |
| <div>Division</div> <div>Chief Human Resources Office</div>   | <div>Authority</div> <div>ORS, 240.145, 240.250, 240.316(4)</div>                                |   |
| <div>Policy Owner</div> <div>CHRO Policy Unit</div>   |  |   |
| <div>SUBJECT</div> <div>Transfers</div>   | <div>APPROVED SIGNATURE</div> <div>Signature on file with the Chief Human Resources Office</div> |   |

### **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. The transfer process may occur within agencies or between state agencies.

### **APPLICABILITY**

All employees, excluding temporary employees, where 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 or rate.

**Geographic Transfer:** A relocation or transfer to a new work site at least 50 miles farther from the employee's former residence than the old work site was from the residence. Example: if the old work site was three miles from the former residence, the new work site must be at least 53 miles from the former residence.

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 within their agency. Employees may request placement on transfer lists through the agency human resources office.

(3) Interagency Voluntary Transfer:

- (a) Agencies and employees shall follow State HR Policy 40.010.02, Recruitment and Selection, for transfers between agencies.
- (b) The effective date of an interagency job change is the first physical working day in the new job with the new agency.

(4) 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.