



**TRANSFER POLICY**

The University is committed to the development of its employees and makes every effort to fill vacant positions with qualified employees. You are encouraged to explore vacant positions and career opportunities both within and outside of your current department. Interest in or application for a position vacancy will not affect your current position or status. Promotions are based upon your knowledge, training, skills, and demonstrated ability.

Upon completion of ninety 90-days of consecutive service and a satisfactory performance assessment has been completed, you are eligible for promotion and transfer.

The employee is responsible for notifying his/her current supervisor of the intent to transfer. A transfer request should be forwarded to Human Resources along with a current resume or application. A transfer request does not guarantee a transfer or promotion; it does provide an opportunity for the employee to be considered for an open position if all qualifications are met.

An employee selected for a position through the internal placement process may be retained in their former position until a replacement is obtained or satisfactory arrangements are made with their present department. The releasing manager and hiring manager must negotiate the transfer date. A reasonable period of time is typically two weeks for non-exempt positions and four weeks for exempt positions.

Employees who have been subject to recent (within the last 12 months) corrective action by the University may not apply for open positions or request a transfer without the approval of their supervisor and Human Resources.

<b>TRANSFER REQUEST</b>	
Name: _____	Dept.: _____
Date of Hire/Last Transfer: _____	Extension #: _____
Present Position: _____	Applying For: _____
_____ Employee Signature	_____ Date
_____ Supervisor Acknowledgement of Employee Intent To Transfer	_____ Date

Attach a current resume or application and any pertinent information that will qualify you for this position.