

TRANSFER POLICY & REQUEST



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, 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 his/her former position until a replacement is obtained or satisfactory arrangements are made with his/her 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 supervisors and Human Resources.

TRANSFER REQUEST

Name _____

Department _____ Date of Hire/Last Transfer _____

Extension # _____

Present Position _____

Applying for _____

Employee Signature _____ Date _____

Date _____

Supervisor Acknowledgement of Employee's Intent to Transfer

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