



## Policy Directory

Responsible Division: Finance and Administration  
Responsible Office: Office of Human Resources  
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## **Transfer Policy & Procedure**

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### Policy:

Alcorn State University recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their interests, and therefore offers and encourages transfer opportunities for current employees. Likewise, supervisors should be supportive of staff members who have a desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

An employee must be in his/her current position at least six (6) months and be in good standing before being eligible to apply for a transfer. The six (6) month probationary period may be waived if the position is being adversely affected due to a reduction in the work force or job elimination, or if there is significant change in the terms and conditions of employment (e.g. work schedule, hours, salary, status, etc.).

In all cases, the employee's work record, including but not limited to performance, attendance, efforts to develop skills and related behavior will be considered as valid criteria for determining suitability for a position.

In consideration of the above factors, employees are required to provide documentation that support their performance history, such as the last performance evaluation or letters of reference. For all positions, consideration will be given to the employee's demonstrated interpersonal skills, among other job related factors, before making a final decision. Deficiencies in such skills or job-related factors may eliminate an individual from further consideration. Exceptions to this policy are reviewed on an individual basis and must be approved by the Office of Human Resources.

### **Transfer Eligibility Criteria**

- Employed in current position for at least six (6) months.
- Written confirmation of acceptable performance record/evaluation signed by the applicant's supervisor and completed no more than 18 months prior to date of transfer application.
- Maintain an acceptable level of performance including, but not limited to absence of corrective action and/or resolution of previous corrective action.

- Successfully pass any special screening processes required for the position of interest, including but not limited to background investigations, reference checks, drug screens, and skills assessments.

## **Transfer Process**

**Step 1:** Access ASU *Career Opportunities Webpage* and click on *Search Jobs* to review and apply for positions of interest.

*Note: It is imperative that the online application reflects an accurate and complete account of employment history, including all positions held within the University.*

**Step 2:** Attach a copy of the most current signed performance evaluation (received within the last 18 months) to the online account (under the tab Applicant Documents/Other).

**Step 3:** Continue to monitor job opportunities on the *Career Opportunities Webpage/Search Jobs* for suitable positions of interest.

## **Intradepartmental Transfer Process**

Based on the needs of the area as determined by the manager, the department has the authority to transfer employees to positions within the department to maintain efficient and productive workflow and results. Managers are strongly encouraged to make internal announcements regarding opportunities, but it is not necessary to post the position as an opening.

## **Interdepartmental Transfer Process**

**Employee Responsibilities:** Prior to initiating a transfer, it is recommended that the interested employee advise his/her immediate supervisor that he/she is interested in other opportunities outside the department. The employee must identify a specific position or area of interest to facilitate the transfer process. In all cases, the employee must complete an on-line application and submit a copy of the last performance evaluation or letters of reference as part of the application process. Employees may also be required to take various tests as part of the application process.

**Hiring Manager Responsibilities:** If a hiring department has knowledge of an employee outside the department who is interested in its opening, at a minimum the department is expected to notify Human Resources and should also refer the employee to the Office of Human Resources so that eligibility for transfer may be determined. Each hiring manager is responsible for conducting final interview(s) and for verification of past employment/references.

**Human Resources Responsibilities:** Human Resources verifies employee eligibility to transfer and extends official offers of employment, upon receipt of completed hiring proposal from the hiring manager, and receipt of transfer agreement from the transferring department.

### **Notice of Transfer**

If an employee is chosen for another open position within the university, the transferring employee should initiate the Job Transfer Request Form, securing in addition to his/her own, signatures of the immediate supervisor (transferring department), Human Resources, and the Hiring department. A date of transfer will be agreed upon by the manager of the affected areas and the employee. Generally, employees in non-exempt jobs should anticipate at least two weeks' formal notice and employees in exempt jobs should anticipate at least four weeks.

*In all instances, adequate notice of transfer must be given to mitigate the risk of disrupting the workflow in the employee's current area.*

### **Probationary Period for Transferred Employees**

The first six (6) months in the new position is a probationary period. However, transfer employees may use accumulated sick and vacation time during this period, with supervisory approval.

An employee should be aware that it is necessary to satisfactorily meet the new position's performance expectations and standards as established by the new manager during the probationary period. The employee's work habits and performance will be examined through the probationary period and, if the employee fails to meet these expectations, he/she may be separated from employment.

*The transfer from one department to another does not affect leave or retirement benefits.*