

Employee Transfer (Intra-University Employment)

Summary/Purpose: The University encourages intra-university transfers with the guidelines applied to employees within the probationary period and after the University probationary period has been successfully completed.

Employees are always encouraged to consult with their present supervisor about their interest in transferring.

The transfer from one department to another within the University has no effect on the leave privileges or the potential retirement benefits.

Anyone hired into a permanent support staff or professional/administrative staff position will be required to complete six months of employment before being allowed to apply for other jobs on campus.

Employees within the probationary period:

All non-faculty, non-contractual employees are on probation for a minimum period of three to six months. Refer to the entitled "Probationary Period" for further details regarding the Probationary Period.

The only exceptions include:

- a. An employee in the probationary period may apply for a *promotional* opportunity that is in the best interest of the employee and the University. A non-exempt employee may apply for an exempt level position within the University. While in the probationary period, a non-exempt employee may not apply for another non-exempt position outside of the department.
- b. An employee may transfer within his/her current department.

Employees who transfer during their probationary period must serve at least an additional three months in the probationary period.

The current department head and the new department head of the employee must approve the electronic Form 3 agreeing to the transfer and the transfer effective date.

Employees outside of the probationary period:

Once an employee has successfully completed the University's probationary period and six months of employment, the employee is not restricted from applying for positions and if offered, from transferring into a new position.

The employee will not be required to serve another University probationary period.

The current department head and the new department head of the employee must approve the electronic Form 3 agreeing to the transfer and the transfer effective date.

Intra-University Transfers and their former department must complete the Exit Checklist Form prior to transferring to another University department.