

TRANSFERS

No transfers will be granted until you have worked in your present position for at least six months. A manager must be in his/her position for one (1) year before a transfer will be considered. If there is a special reason which causes you to request a transfer before the six months is up, a written explanation must accompany the transfer request for decision by the Employment Manager.

All position openings are posted each week with a one-week deadline. Postings are available in the Human Resources Office lobby and in all work sites.

Transfer requests must be completed fully with your supervisor's signature and submitted to the Human Resources Office by the deadline.

If you request a transfer to a substitute position, you must complete a transfer form. If your transfer to substitute status is approved, the transfer will be treated as a separation from employment for benefits purposes.

You will be contacted by mail regarding the status of your transfer within two weeks of the deadline date.

Cross-reference: Separation from Employment

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