



## **Transfers - Internal (6.38)**

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### **PURPOSE**

The purpose of this policy is to outline procedures for internal transfers.

### **POLICY**

Tennessee State University provides opportunities for employees to apply for internal transfers for better job opportunities, greater job satisfaction, and better employee/supervisor relationships and for reasons of work force reduction and lack of funding.

Employees desiring to transfer are encouraged to apply for vacant positions within the University. All transfer requests shall be processed through the Office of Human Resources. When an application is submitted for a transfer, an employee must meet the following conditions:

1. Be a regular full-time or part-time employee
2. Have completed six months in the current position
3. Have satisfactory performance evaluations/rating in current position
4. Possess stated minimum qualifications for the position
5. Provide an updated employment application
6. Notify current supervisor of intent to apply

Transfers are normally described as lateral moves from one level of responsibility to another similar level of responsibility with no resulting increase in pay.

It shall be the policy of Tennessee State University that employees who are transferred must serve a designated probationary period, not to exceed six months.

The supervisor shall acknowledge awareness of the employee's intention by submitting a "letter of evaluation" to the Office of Human Resources. The supervisor may not forbid, terminate or penalize the employee in any way for applying for a transfer.

When a transfer is requested due to a strained supervisor/employee work relationship, the letter of evaluation shall be prepared by the Director of Human Resources, taking into consideration previous evaluations, to provide as much objectivity as possible. In instances of strained supervisor/employee work relationships, the Director of Human Resources may transfer an

employee into another position at the University with waiver of position advertisement. On determination by the Director of Human Resources that an employee is eligible for transfer and qualified for the position, the letter of evaluation and an updated employment application shall be forwarded to the hiring department for interview scheduling and consideration along with other applicants.

Involuntary transfers are those necessary due to a reduction in the work force or lack of funds. Under these conditions, employees who have been in a position less than six months and who meet all other conditions as outlined above may be transferred to another position with waiver of position advertisement. When involuntary transfers are necessary, the department head shall submit a written request to the Office of Human Resources for possible transfer outside the affected department. The request must be approved by the area Vice President.

Administrative transfers are those deemed to be in the best interest of the University.

All transfers, other than involuntary transfers, transfers requested under strained supervisor/employee work relationships and administrative transfers, shall be subject to the University-established recruitment process for filling vacant positions.

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## **REFERENCE**

Updated 10/2014