

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Transfer of Employees
POLICY NUMBER: HR-53.00
EFFECTIVE DATE: May 1998
SUPERSEDES: 53.01, 53.02
LAST REVISION DATE: July 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that a vacant position may be filled at any time by the transfer of a permanent or working test employee from another position of a job on the same pay grade.

APPLICABILITY:

- I. A classified employee who accepts an interdepartmental transfer shall be required to serve a new working test period in the job in the new program provided, however, the employee shall retain permanent status rights to the last job in which the employee held permanent status that is on a pay grade lower than the job in the new program and further provided that the job on the lower pay grade is utilized by the new program.
- II. SBHS may fill a vacancy at any time by transferring a qualified employee from another position of the same job, as long as such transfer is not otherwise prohibited by this policy.
- III. An employee may be transferred to any vacancy in another job on the same pay grade as long as they meet the qualifications for the job, including any applicable performance test.
- IV. Classified employees who transfer into unclassified positions become unclassified employees. They are not eligible to return to the classified service at any time.
- V. It is critical that classified employees be advised when they are being offered positions in the unclassified service.
 - A. The Human Resource Transaction Technician is responsible for ensuring that timely notice is provided in writing to classified employees moving into the unclassified service. The acceptance letter tells the employee, they acknowledge by their signature, that they are accepting an unclassified position.

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NOTE: Classified employees who do not sign the acceptance letter acknowledging work in the unclassified service prior to reporting to work are not by law, entitled to positions in the classified service.

- B. If you do not provide some type of notification regarding unclassified service you may be subject to disciplinary action.
- C. Unclassified employees who transfer to other positions remain unclassified regardless of the status of the position prior to transfer.

SALARY UPON TRANSFER:

- I. An employee's salary may remain the same upon transfer. Salaries cannot be less than the job minimum for the new job.
- II. In special circumstances, the Chief Executive Officer may request approval to the Human Resource Department to adjust salaries upon transfer to meet the needs of SBHS. Salary adjustments cannot result in salaries that exceed the pay grade maximum, unless authorized by specific State Personnel Board policy.
- III. Examples of special circumstances for authorizing salary adjustments include, but are not limited to the following:
 - A. Relocation for the good of SBHS that is a hardship for the employee
 - B. Placement in SBHS with management/program difficulties
 - C. Position has been vacant because of recruitment/retention difficulties
 - D. Special skills of the employee would enhance the job. Special skills and experience should specifically relate to the requirements of the particular position.

INTERDEPARTMENTAL TRANSFER OF CLASSIFIED EMPLOYEES:

An employee may be transferred from a classified position in one program to a classified position in another program provided the Human Resources Department has determined that the employee meets the qualifications for the new position. The applicable provisions of Rule 10 shall apply.

- I. A transfer between organizational units, including County Departments of Family and Children Services, does not constitute an interdepartmental transfer. The employee does not begin a new working test period but retains the same employment status as that held in the position from which transferred.
- II. A transfer between an organizational unit of DHR and Community Service Board does constitute an interdepartmental transfer. The employee does begin a new working test period.

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- III. Prior to the interdepartmental transfer of an employee with less than five years of continuous state service, the program to which the employee is transferring may require the employee to execute a written statement acknowledging that a new working test period is required and that the employee retains no rights to any former job or employment in either program. If the program to which the employee is transferring fails to require such statement, the employee shall be considered a permanent status employee in the new job in the program to which the employee transferred.

- IV. An employee with five years or more of continuous state service who accepts an interdepartmental transfer shall be required to serve a new working test period in the job in the new department provided, however, the employee shall retain permanent status rights to the last job in which the employee held permanent status that is on a pay grade lower than the job in the new department and further provided that the job on the lower pay grade is utilized by the new department.
 - A. The Acknowledgement of Provisions Governing Interdepartmental Transfer SBHS Form 425 should be included as part of the offer of employment.
 - B. The form is completed during in processing in the Human Resources Department prior to the effective date of transfer.
 - C. If the completed form is not received prior to the effective date of transfer, employees with fewer than five (5) years of continuous State service are considered to have permanent status in the SBHS positions.
 - D. Completed acknowledgement forms are to be filed in employee's personnel file.
 - E. Interdepartmental transfers of classified employees may involve transfers to positions on the same pay grade, promotions or demotions.
 - F. Salary upon interdepartmental transfer will be determined based on applicable SBHS policies on transfers, promotions and demotions.

REFERENCES:

- I. State Law {O.C.G.A. 45-20-17 – Interdepartmental Transfers}
- II. Rules of the State Personnel Board – Rule 10 {Transfers}
- I. Rules of the State Personnel Board – Rule 12 {Salary}
- II. Rules of the State Personnel Board – Rule 15 {Changes To Employment Statues}
- III. Rules of the State Personnel Board – Rule 24 {Rules for Classified Employees}

ATTACHMENTS:

- I. Acknowledgement of Provisions Governing Interdepartmental Transfer SBHS Form 425
- II. Transfer Out SBHS Form 612

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APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date