

## SERENITY BEHAVIORAL HEALTH SYSTEMS

**SUBJECT:** TRANSFER OF EMPLOYEES  
**POLICY NUMBER:** HR-53.01  
**EFFECTIVE DATE:** May 1998  
**SUPERSEDES:** N/A  
**LAST REVISION DATE:** January 2008

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### **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 classified or unclassified employee from another position in the same job or from a position in another job on the same pay grade. The employees must meet the minimum qualifications for the job and any approved special qualifications for the position.

### **EMPLOYMENT STATUS:**

- I. Classified employees who transfer without a break in service into classified positions retain their classified status.
  - A. Classified employees with permanent status who transfer within Serenity Behavioral Health Systems (SBHS) do not begin a new working test.
  - B. Classified employees who transfer to SBHS from another State agency **DO** begin a new working test period.

**NOTE: The Georgia Law that covers interdepartmental transfer of classified employees includes a provision that allows classified employees to transfer between County Boards of Health and DHR without beginning a new working test period.**

- C. Classified employees who transfer into unclassified positions become unclassified employees. They are not eligible to return to the classified service at any time.
- D. It is critical that classified employees be advised when they are being offered positions in the unclassified service.
- E. Human Resources staff is responsible for ensuring that timely notice is provided in some manner to classified employees moving into the unclassified service. The *ACKNOWLEDGEMENT OF UNCLASSIFIED POSITION* Form should be completed by classified employees prior to reporting for work in the unclassified service.

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**NOTE: Classified employees who do not sign acknowledgement forms prior to reporting to work in the unclassified service are not by law entitle to positions in the classified service.**

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

**SALARY UPON TRANSFER:**

- I. Employees' salaries 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 Office to adjust salaries upon transfer to meet the needs of the Agency. Salary adjustments cannot result in salaries that exceed the pay a 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 the Agency that is a hardship for the employee;
  - B. Placement in the Agency with management/program difficulties;
  - C. Position has been vacant because of recruitment/retention difficulties; or,
  - 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**

- A. Classified employees who transfer to another department into classified positions are required to complete the *ACKNOWLEDGEMENT OF PROVISIONS GOVERNING INTERDEPARTMENTAL TRANSFER* Form **PRIOR** to the effective date of the transfer.

**NOTE: Based on Georgia Law, the movement of employees between SBHS and County Boards of Health is not considered an interdepartmental transfer. Acknowledgement forms, therefore, are not needed for this type of transfer.**

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- B. The acknowledgement form should be included as part of the offer of employment.
- C. The completed form must be submitted to Human Resources Office **prior** to the effective date of transfer.
- D. 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.
- E. Completed acknowledgement forms are to be filed in employees' personnel files.
- F. Classified employees from another Department who transfer into classified SBHS positions are required to serve a one (1) year working test period.
- G. Employees serving a working test period following interdepartmental transfer and who have fewer than five (5) years of continuous State service may be separated from employment at any time during the working test period.
- H. Employees who do not successfully complete working test must be notified in writing of the separation no later than the calendar day prior to the effective date of separation.
- I. The separation cannot be appealed except as otherwise provided in the Rules of the State Personnel Board.
- J. Employees serving a working test period following interdepartmental transfer and who have at least five (5) years of continuous State service retain permanent status in the last job on a lower pay grade in which they held permanent status.
  - 1. If the lower job is utilized by SBHS, employees may be demoted in accordance with the Rules of the State Personnel Board.
  - 2. If the lower job is not utilized by SBHS, employees may be separated from employment in accordance with the Rules of the State Personnel Board.
- K. Interdepartmental transfers of classified employees may involve transfers to positions on the same pay grade, promotions or demotions.
- L. Salary upon interdepartmental transfer will be determined based on applicable Agency policies on transfers, promotions and demotions.

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**REFERENCES:**

- I. State Law {O.C.G.A. 45-20-17 – Interdepartmental Transfers}
- II. Rules of the State Personnel Board – Rule 10 {Transfers}
- III. Rules of the State Personnel Board – Rule 17 {Salary}

**APPROVAL SECTION:**

\_\_\_\_\_  
Chief Executive Officer

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Date

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

**RESCISSION SECTION:**

\_\_\_\_\_  
Chief Executive Officer

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Date

**REVIEW SECTION:**

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Committee Chairperson

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Date

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Committee Chairperson

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Date

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Committee Chairperson

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Date