

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: INTERDEPARTMENTAL TRANSFERS
POLICY NUMBER: HR-53.02
EFFECTIVE DATE: May 1997
SUPERSEDES: N/A
LAST REVISION DATE: January 2008

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to follow the procedures as outlined below when completing an interdepartmental transfer.

- I. Interdepartmental transfer is the movement of an employee from a classified position in one department to a classified position in another department (i.e., transfers to the same class or different class, promotions and demotions) at the same or higher or lower paygrade.
 - A. 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.
 - B. A transfer between Serenity Behavioral Health Systems (SBHS) and a County Board of Health 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.
 - C. 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.
- II. The working test period for an interdepartmental transfer is, in effect, the same as an initial working test period. An employee who fails to satisfactorily complete the working test period under the conditions described in this policy may be separated without any right of appeal to the State Personnel Board. An employee must be given a minimum of one (1) calendar day written notice prior to the effective date of separation.
 - A. An employee with five (5) years or more of continuous State service, who accepts an interdepartmental transfer and does not satisfactorily complete the working test period, retains permanent status rights to the last class in which permanent status was held on a paygrade lower than the class to which the employee transferred.
 1. If the class is utilized by SBHS, the employee may be demoted in accordance with the Rules of the State Personnel Board – Rule 10.304.1.

SUBJECT: INTERDEPARTMENTAL TRANSFERS

Policy #HR-53.02

Page 2 of 3

2. If the class is not utilized by SBHS, the employee may be separated in accordance with the Rules of the State Personnel Board – Rule 12.301.1.
- B. An employee with less than five (5) years of continuous State service who accepts an interdepartmental transfer retains no rights to any former class or employment in either department, provided such employee executes the written statement as described in Section V. of this policy.
- III. Continuous State service means current continuous, unbroken service with a department. This includes, but is not limited to, service on emergency appointments, temporary appointments, and unclassified appointments.
- IV. All employees, regardless of length of service, must complete the Acknowledgement of Provisions Governing Interdepartmental Transfer Form (Attachment # 1) upon transfer to SBHS from another department. This includes transfers to the same class or different class, promotions and demotions.
- V. The Acknowledgement Form must be signed prior to the effective date of transfer. If written acknowledgement is not obtained prior to the effective date of the transfer and if the employee has less than five (5) years of continuous State service, the employee is considered a permanent status employee in the new class to which the employee transfers.
- VI. The Acknowledgement Form must be included as part of the offer of employment. The completed Acknowledgement is to be included in the employee’s official departmental personnel file.
- VII. The salary of a employee involved in an interdepartmental transfer (including a transfer to the same class or different class, promotions and demotions) shall be set in accordance with SBHS policies governing those actions.

REFERENCE:

- I. Rules of the State Personnel Board – 478- 1- 10

ATTACHMENT:

- I. [Acknowledgement of Provisions Governing Interdepartmental Transfer](#)
- II. [Transfer Sheet](#)

SUBJECT: INTERDEPARTMENTAL TRANSFERS

Policy #HR-53.02

Page 3 of 3

APPROVAL SECTION:

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Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

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Committee Chairperson

Date