



Policy Title: Personnel: Transfer Requests, Transfers and Reassignments

Policy #: 06-001-0100

Effective Date: 11/26/2024

Approved by: Telly Delor, Chief Operating Officer

Functional Area: Human Resources

Responsible Leader: Kimberly Prowse, Human Resource Director

Policy Owner: Jody Kruskie, Labor/Employee Relations Manager

Applies to: SCCCMH Staff

Purpose: To provide guidance and consistency related to *transfer* requests, transfers, and reassignments.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to ensure that all employee transfer requests, transfers, and reassignments shall be processed in accordance with both the Union contracts and the procedures outlined below.

II. Standards

- A.** A Local 3385 and/or Chapter 20 employee who requests a transfer must successfully complete a trial period determined within each Union Contract. See Union Contracts.
- B.** Local 3385 and/or Chapter 20 transferred employees who do not successfully complete the trial period may be returned to their former classification/position. See Union Contracts.
- C.** Employee requested transfers, if honored, will not be honored more than one (1) time in a 12-month period. Management will give any second request reasonable consideration; however, the final decision is at the sole discretion of Management.
- D.** Transfers should not be requested and will not be honored if the employee has been reprimanded within the past thirty (30) days or suspended within the last twelve (12) months.
- E.** It is at Management's sole discretion to deny a transfer request when it is determined that it would be disruptive to the program. If the transfer request is for a newly created

position that has not previously been posted, the transfer request will be denied, and the position will be posted.

- F. Transferred employees that are not maintained beyond the trial period shall be returned to a comparable position within the agency, without a change in hourly rate or benefits, and this shall not be subject to grievance procedures.
- G. Transfer requests will not be accepted until an employee has been employed for at least twelve (12) months.
- H. Transfer requests will automatically expire on December 31 of **every year**. If an employee is still interested in a transfer, the request **must** be resubmitted annually. This is the sole responsibility of the employee.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Employee	Submit specific transfer request.
HR Designee	Facilitate Chief Executive Officer review and approval and process request accordingly.

Actions

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none"> 1. Submit a specific and detailed written request to the HR Department for a transfer using form #0812 Employee Request for Transfer Memo. 2. Resubmit request annually on January 1 of every year.
2.0	HR Designee	<ol style="list-style-type: none"> 3. Forward request to Chief Executive Officer for review.
3.0	Chief Executive Officer	<ol style="list-style-type: none"> 4. Review the request and consults with the employee as appropriate. 5. Forward the request to SCCCMH Personnel Secretary. 6. Notify the employee of receipt of request and processing using Employee Notification Memo (Exhibit A).
4.0	Personnel Secretary	<ol style="list-style-type: none"> 7. File in the employee's personnel file. 8. File in master "transfer request" file by job grade level. 9. Review the master file whenever a posting is being considered to determine if any transfer request appears to meet what would be the minimal qualifications of the position. 10. Forward any qualified requests to the supervisory staff

Action Number	Responsible Stakeholder	Details
		considering a posting. 11. Purge all Transfer Requests December 31st of every year.
5.0	Supervisory Staff	12. Review and considers all individual transfer requests as possible candidates for the position prior to processing a posting. Note: seniority is to receive priority over the date of the request for transfer. <ol style="list-style-type: none"> a. Send memo (Exhibit B) offering the qualified employee the position; or b. Send memo (Exhibit C) notifying the employee they will not be considered for the position. 13. Follow Administrative Policy # 06-001-0095, Personnel: Posting/Selection/Hiring when a current employee is selected for a posted position or if a transfer request is honored. 14. Follow Administrative Policy # 06-001-0030, Personnel: Employee Performance Review and Development when an employee is transferred. 15. Follow Administrative Policy # 06-002-0006, Personnel: Employee, Student, and Volunteer Orientation & Training and utilize the Employee Orientation Worksheet to orient the employee to the location and/or position. 16. Use Staff/Provider Change form, Exhibit D, to ensure all necessary paperwork, etc., has been completed when transferred, relocated, or reclassified. 17. Complete and signs form #0705 Employee Termination Property Receipt Record and turn in applicable agency property as indicated on the form.
6.0	PC Clerical Support Staff	18. Add item to Policy Exception Tracking Log.

B. Related Policies

[Administrative Policy # 06-001-0030, Personnel: Employee Performance Review and Development](#)

[Administrative Policy # 06-001-0095, Personnel: Posting/Selection/Hiring](#)

[Administrative Policy # 06-002-0006, Personnel: Employee, Student, and Volunteer Orientation & Training](#)

C. Definitions

1. *Transfer*: Reassignment to another program or location within the same grade level (must meet any credential or minimum requirements for the position) and

level of employment [full time/part time] (lateral move), or back to a previous job assignment following the trial period of a new assignment.

D. Forms

[#0705 Employee Termination Property Receipt Record](#)

[#0812 Employee Request for Transfer Memo](#)

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

[Exhibit A: Award of Position Memo](#)

[Exhibit B: Non-Acceptance Memo](#)

[Exhibit C: Staff/Provider Change Form](#)

F. References

N/A

IV. History

- Initial Approval Date: 08/1995
- Last Revision Date: 11/2024 BY: Jody Kruskie
- Last Reviewed Date: 09/2023
- Non-Substantive Revisions: N/A
- Key Words: Transfer, Reassignment