



DEPARTMENT OF HEALTH SERVICES HUMAN RESOURCES POLICY & PROCEDURE

TITLE: 301 – TRANSFER

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301.01 INTRODUCTION

The Department of Health Services (DHS) Transfer policy applies to all permanent employees. It is intended to establish uniform procedures and standards for the administration of transfers.

This policy is pursuant to [Chapter ER-MRS 15, Wis. Adm. Code](#). Probationary periods for employees who have exercised transfer, demotion, or reinstatement options under this policy are pursuant to [Chapter ER-MRS 13, Wis. Adm. Code](#).

301.02 REASSIGNMENTS

The permanent reassignment of career executives or other employees requires the prior written authorization of the Director of the Bureau of Human Resources or designee. Such reassignments shall occur prior to implementing the transfer procedures outlined in this policy.

301.03 ORDER OF APPLICATION

Vacancies not filled through the reassignment of a career executive or other employee under section 301.02 of this policy, shall be filled in the following manner:

- Vacancies in pay schedules 03, 05, and 06 shall be filled following the procedures outlined in 301.04 of this policy first. If a vacancy is not filled under section 301.04, the employer shall follow the procedures outlined in section 301.05 next. Finally, if a vacancy is not filled under section 301.05, the employer shall follow the procedures outlined in section 301.06.
- Vacancies in all other pay schedules shall follow the procedures outlined in section 301.05 of this policy. If a vacancy is not filled under section 301.05, the employer shall follow the procedures outlined in section 301.06.

DHS will not maintain a file of transfer requests. It is the responsibility of the employee to follow the application instructions for each transfer posting of interest.

301.04 SENIORITY-BASED PROCEDURES FOR POSITIONS IN PAY SCHEDULES 03, 05, AND 06

Employees in positions assigned to pay schedules 03, 05, and 06 are eligible to exercise seniority-based transfer rights pursuant to this section once every 12 months.

The following employees are not eligible for seniority-based transfer under this section:

- Employees with an unsatisfactory performance evaluation in the previous 12 month period;
- Employees currently on a Concentrated Planning and Performance Development (CPPD) report;
- Employees with disciplinary action in the previous 12 month period; or,
- Employees serving an original or promotional probationary period on the last day of the posting.

(1) Seniority-based Transfer Procedures

- (a) When a vacancy occurs in the employing unit, the employer shall notify employees through a method determined by each employing unit, such as bulletin boards, newsletters, or email. Employees in the same employing unit and same classification as the vacancy shall have five (5) calendar days from the date of the initial notification to express interest in the position by following the instructions in the posting. Employees who do not express interest within the five (5) day posting period shall not be eligible for transfer under this section.
- (b) The application of procedures in this section shall be limited to a maximum of three (3) transfers resulting from any given original vacancy.
- (c) The most senior employee in the same employing unit and the same classification as the permanent vacancy who has indicated interest in the vacancy shall be selected for the position unless he/she cannot perform the work in a satisfactory manner.
- (d) Prior to posting a permanent vacancy for transfer, the employer shall identify any necessary demonstrable special qualifications required of the position, and shall so note them on the posting. In such a situation, the employee selected shall be the most senior employee in the same classification and employing unit as the vacancy who has indicated interest in the vacancy and meets the necessary demonstrable special qualifications.
- (e) Under this section, selected candidates shall accept or decline an offer of employment at the point the offer is made.
- (f) Employees who have accepted an offer of employment under this section must be able and available to begin working in the new position within 30 days of the offer, or the offer is null and void.
- (g) In the event the vacancy is not filled by the transfer of an employee under this section, the employer shall follow the procedures in the order outlined in section 301.03.

301.05 MANDATORY CONSIDERATIONS

DHS shall fulfill the following mandatory obligations in filling vacancies before implementing the procedures outlined in section 301.06:

- Mandatory restorations pursuant to [Chapter ER-MRS 16, Wis. Adm. Code](#);
- Alternatives in lieu of layoff pursuant to [ER-MRS 22.08, Wis. Adm. Code](#); and,
- Transfers as an accommodation pursuant to [DHS Administrative Directive 60.5](#).

301.06 GENERAL PROCEDURES

The procedures outlined in this section apply to voluntary transfers, voluntary demotions, or reinstatements from within or outside DHS.

- (1) All permanent vacancies in this step shall be posted on the DHS Workweb for a minimum of eight (8) calendar days
- (2) Any interested employees in the same, counterpart, or higher pay schedule and range of the vacancy, or those having reinstatement eligibility to the same, counterpart, or higher pay schedule and range of the vacancy, may express interest in the position by following the instructions in the posting.
- (3) The Bureau of Human Resources, in consultation with the hiring supervisor, shall determine the best manner in which to give all eligible and interested candidates equal consideration for the vacancy. The following may be used to determine further consideration or selection for the vacancy: minimum qualifications, overall staffing requirements, seniority, diversity, workforce planning, etc. Further consideration may include a resume screen, an interview process, or a meeting with the hiring supervisor.
- (4) The hiring supervisor should conduct reference checks on any employee being selected for a transfer.
- (5) The hiring supervisor must submit to the Bureau of Human Resources a written justification of the hire along with reports of action for all non-selected candidates.

301.07 REFERENCES

[Chapter ER-MRS 15, Wis. Adm. Code](#)
[Chapter ER-MRS 13, Wis. Adm. Code](#)

301.08 ADMINISTRATIVE INFORMATION

This policy was created on December 2, 2012 to establish a consistent and uniform Transfer policy across DHS. This policy supersedes all previous DHS Transfer policies. Where it is in conflict with other departmental policies or procedures on transfers, this policy shall govern.