



**Policy Title:** **Personnel: Transfer Requests, Transfers and Reassignments**

**Policy #:** **06-001-0100**

**Effective Date:** 04/2/2024

**Approved by:** Telly Delor, Chief Operating Officer

**Functional Area:** Human Resources

**Responsible Leader:** Stephanie Shank, 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 policy and 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.** A Local 3385 or Chapter 20 employee transfer request will not be honored for the following reasons:
  - 1. A transfer request was honored within the past twelve (12) month period.
  - 2. The employee has received a discipline within the past thirty (30) days. Only Employee Discipline Reports will be considered.
  - 3. The employee has been suspended within the past twelve (12) months.
  - 4. The employee has had a substantiated Recipient Rights violation in the categories of Abuse: Class I and/or II Neglect: Class I and/or II that resulted in discipline within the last twelve (12) months.

5. The employee had had a substantiated Corporate Compliance violation in the categories of Fraud, Waste, and/or Abuse that resulted in discipline within the last twelve (12) months.
- D. A Chapter 20 employee's transfer requests will not be honored if the employee submits a transfer request for a position that does not currently exist on the Agency's organization chart at the time of the request.
- E. Management will give any second request reasonable consideration; however, the final decision is at the sole discretion of Management.
- F. It is at Management's sole discretion to deny a transfer request when it is determined that it would be disruptive to either the program to be transferred to, or to be transferred from.
- G. 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.
- H. Transfer requests will not be accepted until an employee has been employed for at least twelve (12) months.
- I. 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	1. Submit a specific and detailed written request to the HR Department for a transfer using form <a href="#">#0812 Employee Request for Transfer Memo</a> . 2. Resubmit request annually on January 1 of every year.
2.0	HR Designee	3. Review the request and consult w/employee as appropriate

Action Number	Responsible Stakeholder	Details
		4. Forward request to Chief Executive Officer for review.
3.0	Chief Executive Officer	5. Review the request and consults with the employee as appropriate. 6. Forward the approved/denied request to SCCCMH HR Designee. 7. Notify the employee of receipt of request and processing using Employee Notification Memo (Exhibit A).
4.0	HR Designee	8. File in the employee's personnel file. 9. File in master "transfer request" file by job grade level. 10. 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. 11. Forward any qualified requests to the supervisory staff considering a posting. 12. Purge all Transfer Requests December 31st of every year.
5.0	Supervisory Staff	13. Review and considers all individual transfer requests as possible candidates for the position prior to processing a posting request. Note: seniority is to receive priority over the date of the request for transfer. 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. 14. Follow <a href="#">Administrative Policy # 06-001-0095, Personnel: Posting/Selection/Hiring</a> when a current employee is selected for a posted position or if a transfer request is honored. 15. Follow <a href="#">Administrative Policy # 06-001-0030, Personnel: Employee Performance Review and Development</a> when an employee is transferred. 16. Follow <a href="#">Administrative Policy # 06-002-0006, Personnel: Employee, Student, and Volunteer Orientation &amp; Training</a> and utilize the Employee Orientation Worksheet to orient the employee to the location and/or position. 17. Use Staff/Provider Change form, Exhibit D, to ensure all necessary paperwork, etc., has been completed when transferred, relocated, or reclassified. 18. Complete and signs form <a href="#">#0705 Employee Termination Property Receipt Record</a> and turn in applicable agency property as indicated on the form.
6.0	PC Clerical	19. Add item to Policy Exception Tracking Log.

Action Number	Responsible Stakeholder	Details
	Support Staff	

**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: 02/2025 BY: Kim Prowse
- Last Reviewed Date:
- Non-Substantive Revisions: N/A
- Key Words: Transfer, Reassignment, Request,