

City of Decatur
Employment Transfer Request Form
Submit to Human Resources

GENERAL INFORMATION - PLEASE PRINT		
Last Name:	First Name:	Date of Transfer Request:
Employee# :		
Current Job Title:		Department:
Status:		Contact phone #:
Shift:		
Date in Position:	Original Hire Date:	Hiring Director's Name:
Position Applying:	Position #:	Department:

Reason for Transfer Request: In the space below, briefly describe the skills, qualifications, experience and/or education you possess which will enable you to perform the duties associated with this position. You must attach a resume or resume form, which updates your skills, education and experience since beginning your employment at SHS.

To be eligible for consideration, an employee must:

1. Be employed in their present position for at least twelve (12) months as a Full Time or Part Time employee.
2. Have satisfactorily completed the Probationary Period and Initial Assessment of Competency in his/her current job.
3. Have an overall rating of "Satisfactory" on his/her most recent annual performance review.
4. At the time of the transfer request, the employee must not have been issued Corrective Action or placed on a Performance Improvement Plan in the past 12 months. Note: the effective date of the 12 months criteria is the issuance date of the Corrective Action and/or the completion of the Performance Improvement Plan.
 - I understand that job openings are available to current employees who meet all the eligible requirements listed above.
 - I authorize disclosure of any and all employment related information. This may include access to my HR file and/or dialogue with my current supervisor.

Employee Signature: Mary Ann Henline

Date: _

Should the employee meet the eligibility and position requirements, they are deemed a viable candidate. The employee will be asked to complete an Employment Transfer Request Form and then meet with their current director and/or supervisor in order for the current director to sign the form. After a member of the Human Resources team receives the Employment Request Form signed by the current director, an interview will be scheduled with the prospective hiring director and/or supervisor. At any time after the initial interview with the prospective hiring director and/or supervisor, the hiring director and/or supervisor can consult with the current director and/or supervisor to review the employee's current personnel file.

Current Director's Signature: _

Date: _

Please retain a copy of this transfer request for your records.

Policy:

It is the policy of the City of Decatur to offer employees, who meet the position eligibility requirements, the opportunity to apply for open positions within the organization. Available positions are posted on the City of Decatur website (internet and intranet).

Employment Transfer Request Procedure:

A. To apply for an open position an employee must complete the following and submit to Human Resources:

1. Apply for the open position through the internet or intranet.
2. A resume which updates your skills, education and experience.
3. Complete an Employment Transfer Request form.

B. Once the application materials have been received and reviewed, the Human Resources Department shall determine the employee's viability for their requested transfer to another position and will so advise the employee. This determination may include one or more interviews with Human Resources.

1. If the employee is qualified and is interested in moving forward (after an initial screen by Human Resources) the employee will be required to:
 - (a.) Notify his/her current supervisor of his/her transfer request.
 - (b.) Have the Transfer Request Form signed by their current supervisor.
 - (c.) Submit the signed Transfer Request Form to Human Resources
2. Should the employee meet the eligibility and position requirements and is interested in pursuing the opportunity (after the documents have been received), an interview will be arranged for the employee to meet with the prospective hiring manager.

An employee's performance review date will not be changed due to a transfer. However, if the review date falls within 90 days after the transfer, the next performance review may be delayed for up to 90 days following the transfer, in order to allow for a sufficient evaluation period. In that case, any resulting wage adjustment will be retroactively effective on the pay date following the regular review date.

Performance will be reviewed during the first 90 days following the transfer as consistent with probationary policy.