

Title:	Movements of Employees Between Departments	
Purpose:	To establish a policy on movements of employee between departments.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Civil Service Rules (CSR) §3-29	

POLICY

Employee transfers or other movements between departments shall require prior mutual agreement by the appointing authorities involved and the approval of the Director of Human Resources (Director). Whenever the movement involves a promotion, the employee shall be released after the customary period of notice (2 weeks) and without undue delay. The Director shall ensure that such actions are consistent with civil service rules.

Any differences of opinion or problems arising out of any proposed movement of employees between departments shall be discussed first with the Director.