
TRANSFER ELIGIBILITY

SCOPE: All campuses served by Louisiana State University (LSU) Finance and Administration.

EFFECTIVE: February 1, 2021

PURPOSE: LSU encourages employees to broaden their career portfolio through professional moves within the LSU system. The University recognizes that employee motivation, retention, and productivity are dependent upon employee satisfaction within their jobs; therefore, LSU encourages employees to pursue opportunities throughout the University within these guidelines. Any questions regarding this procedure should be directed to the campus Human Resource Management (HRM) office.

I. DEFINITIONS:

- A. *Employees*** are current full or part time LSU employees, not to include student, transient, or WAE employees. This Procedure shall apply to employees at all locations.
- B. *Transfer*** means changing positions for a lateral move, promotion, department change, or demotion. A change in job title, reporting structure, change in responsibilities, or any other change to the employee's current position is not considered a transfer.
- C. *Evaluation*** means documented written performance review conducted within the performance evaluation system.
- D. *Disciplinary Action*** means documented corrective action approved by the Office of Human Resource Management.
- E. *Pre-screening Processes*** means any screen that is required prior to an employee transferring into a position. Refer to FASOP HR-04.
- F. *Service Time*** means the years of service that an employee has accrued as a state employee at the University.
- G. *Department*** means the same operating unit in which the employee currently works.
- H. *Probationary Period*** means the length of time in which the Classified employee is on probation when they begin their employment with the University prior to reaching permanent status.

II. ELIGIBILITY

- A. Employees must meet all of the below eligibility requirements to be considered for a transfer to another position.**
 - 1. Employees must have one year of continuous service in their current position.
 - 2. Previously completed evaluation must be satisfactory or above if the employee was employed at the time of an evaluation period.
 - 3. Any disciplinary action is subject to review by Employee Relations and could deem an employee ineligible for transfer.
 - 4. Must meet the minimum qualifications of the position and pass any pre-screening processes, including but not limited to, background investigations, motor vehicle reports, reference checks, drug screens, physicals, transcripts, and licensure/certifications verification.

III. EXCEPTIONS

A. The only exceptions include:

1. Eligibility requirements may be waived if the employee's current position is adversely affected by a reduction in force.
2. Service time may be waived if it is for a substantial promotion in title or salary as determined by Human Resource Management.
3. Service time may be waived if the transfer is within the same department.
4. Employees who have been in their position for at least 6 months may be considered for a transfer on a case by case basis depending on the circumstance and the needs of the department.

IV. PROBATIONARY PERIOD

A. Classified employees who are still within their probationary period at time of transfer must comply with State Civil Service Rules.

1. Classified employees still within their probationary period will start a new probationary period in their new position effective the date of transfer as defined by State Civil Service Rule 9.1.
2. Classified employees still within their probationary period will receive the pay rate as defined by State Civil Service Rule 6.5.

V. NOTICE OF TRANSFER

A. Communication of transfer must occur prior to the transfer date.

1. Once an employee accepts a position, the employee should notify their current supervisor; the expectation is that the employee provide a minimum of a two week professional courtesy notice as is standard business practice.
2. The current supervisor and future supervisor will agree upon a transfer date and communicate that date to the Human Resources Analyst.
 - a. Classified employees must transfer at the start of a pay period.
3. If the current department is concerned about disruption to the workflow that cannot be worked out with the employee, they may contact HRM for assistance.

APPENDIX A: Louisiana State Civil Service Rules

Rule 9.1- <https://www.civilservice.louisiana.gov/CSRules/Chapter9.aspx>.

Rule 6.5-- <https://www.civilservice.louisiana.gov/CSRules/Chapter6.aspx>.