

Transfers

Summary

The university's human resources policy on transfers.

Purpose

To provide guidance on the transfer process for staff at Columbus State University.

Policy

A transfer is a non-promotional shift of an employee from one position to another in the University.

An employee seeking another position on campus is not required to notify his/her current supervisor; however, in the event the employee is selected, a two-week notice of transfer is considered standard. Both supervisors must agree on a date less than the standard notice in order for the transfer to occur earlier. There can be no lapse in time from one position to the next in order for the employee to retain the original date of employment with the University and to assure that benefits such as insurance and retirement are not interrupted.

Employees transferring within the University or between institutions of the University System of Georgia may transfer benefits and retain leave balances as long as there is no break in service. A break in service is any separation from full time benefits eligible employment which lasts more than 30 days. The Human Resources Department will work with transferring employees to assure that insurance coverage remains in effect and leave balances are transferred. The Board of Regents imposes certain regulations regarding annual leave hours that can be transferred between institutions in the system, which are detailed in the "Leave" section of this handbook.

The employee is not required to serve a new provisional period when transferred from one job to another either within their institution or between system institutions.

Related USG Policy

USG Human Resources Administrative Practice Manual

Last Update

6/30/18

Responsible Authority

CSU Human Resources