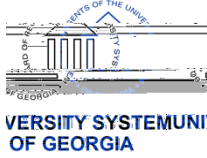


HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: TRANSFERS



Transfers

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON TRANSFERS
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	
REVISED	JANUARY 2008

[Return to Human Resources Administrative Practice Manual Table of Contents](#)

Policy Statement

The University System of Georgia supports an environment that values the pursuit of career mobility and encourages employees who express an interest, and have the abilities, to pursue appropriate vacancies to foster their career development. Toward that end, employees' efforts to transfer from one position to another will be supported. An employee may apply for a posted position in another department or at another USG institution or the University System office or be identified for transfer when appropriate. Institutions shall have the discretion to transfer an employee when deemed appropriate. For the purposes of this policy, there shall be

same institution.

- The employee who is affected by an internal transfer shall have an uninterrupted period of service.
- The employee will not restart the provisional period of service.
- **External Transfer** – The movement of an employee from one institution to another within the University System of Georgia.

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appropriate vacancies to foster their career development. Toward that end, employees' efforts to transfer from one position to another will be supported. Two (2) types of transfers exist – internal and external – with specific provisions applicable to each. All classified employees serve in a provisional status for the first six (6) months of their employment at an institution. Upon an external transfer - a move between University System institutions, an employee is subject to a provisional period in their new position.

Each institution shall establish procedures to implement this policy, including a procedure to notify in writing the institution to which an employee is transferring of the benefits held by the employee as of the last day of employment at the original institution as well as leave balances eligible for transfer.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Maintain policy, provide guidance to institution human resources officers on effective utilization of policy, and monitor institutions for compliance.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure all hiring managers are aware of the policy. Provide guidance to management on appropriate application of the policy. Ensure that an appropriate process or institutional level policy is in place to notify the institution to which an employee is transferring of benefits and leave of the employee as of the last day of employment.	See University System HR Officer Listing

Appendices (Internal Documents, Forms and Web Links)

- None

Related Documents and Resources (External)

- None

[Return to Human Resources Administrative Practice Manual Table of Contents](#)