



## Internal Transfer Procedure

This procedure will apply to all vacant positions posted by recruitment. The internal transfer procedure is as follows:

- A staff member who wants to transfer can meet with the recruiter to discuss openings. If a staff member selects a current opening(s) the recruiter will forward a request to interview to the House Manager/Hiring Manager via e-mail.
- Staff members are encouraged to discuss their desire to transfer with their current supervisor.
- A staff member seeking an internal transfer is only eligible when
  - not on conditional employment
  - initial 90-day evaluation is completed/performance evaluation is current
- Management is under **no** obligation to transfer a current staff member simply because they grant an interview.
- Once selected by the House Manager/Hiring Manager the staff member will be required to complete an Internal Transfer Form and submit it to the Program Administrator/Hiring Manager for approval.
- The Internal Transfer Form can be found in Human Resources. Staff member must complete all the information down to the signature and date line of the form.
- If the receiving administrator/manager approves the transfer by signing the form the **staff member must get their current manager's approval on the Internal Transfer Request Form.**
- **Written** 2- weeks' notice for non-supervisory positions, 30-days notice for live-in positions and 4-weeks' notice for supervisory positions must be given after the current administrator/manager has provided their signature of approval on the internal transfer form.
- The receiving administrator/manager is required to submit to Human Resources a completed internal transfer form, add/change form and write a revised employment letter with the staff member's signature.



# Internal Transfer Form

Date Received in HR
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**Name:** \_\_\_\_\_

<b>Employment Status:</b>	FULL-TIME	PART-TIME	<b>Hire Date:</b>	<b>Last Performance Evaluation Date:</b>
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Current Position	Desired Position
Site Name	Site Name
Job Title	Job Title
Shift (days/hours)	Shift (days/hours)
Hours Per Week	Hours Per Week
Pay Rate	Pay Rate
<b>Reason for transfer:</b>	

I have read and understand the transfer procedure on the opposite side of this form governed by The Arc Prince George's County.

\_\_\_\_\_  
Signature Date

**It is the responsibility of the receiving manager /department to examine all work records, to interview the staff member and get a reference from staff member's current supervisor. The internal transfer form, add/change form, revised employment letter and supporting documents must be submitted to Human Resources.**

**RECEIVING DEPARTMENT**

Interview was conducted, HR and training records were reviewed and current supervisor was contacted for reference.

**Transfer denied** \_\_\_\_\_  
Print Name Signature Date

**Transfer Approved** \_\_\_\_\_ **Transfer effective on** \_\_\_\_\_

**Approval**

Current Manager \_\_\_\_\_  
Signature Date

Receiving Manager \_\_\_\_\_  
Signature Date

Human Resources \_\_\_\_\_  
Signature Date