

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 4 Employment Hiring and Promotions Policy

Transfer Procedures

Effective date

Revised

Number: 4.01-04

December 20, 2002

October 31, 2005

DEFINITIONS

Appointing authority: A person with the authority to approve hiring staff and to approve or deny other personnel related transactions. In the department the appointing authority to direct personnel action is the Human Resources Program Director.

Class: Group of positions subject to the law sufficiently alike in duties, authority and responsibility to justify the same class title and qualification and the same schedule of pay for all positions in the group.

Position: an individual job within the department

Transfer: An employee moves from one position to another position within the same pay range.

REFERENCES

SP-10 State of Missouri Background Checks Policy

Related DNR policies

Conduct and Ethics 1.01

Employee Records 1.03

Hiring and Promotion 4.01

Interview and Evaluation of Candidates Procedures 4.01-02

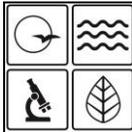
Division of State Parks Background Investigation Manual and other materials

GENERAL PROVISIONS

The Position and Employee Action Request (PEAR) form is used to transfer an employee from one position to another. The PEAR form can be found in the Lotus Notes Reference Library under the Support Staff handbook, Chapter 5 – Forms. Instructions for completing the PEAR form are contained in 4.01-06 Position and Employee Action Request

If no availability letters are being sent (i.e. rehiring, transfers or promotions), it is the program’s responsibility to obtain the criminal record review authorization, and forward it to the Human Resources Program.

The Human Resources Program will request the criminal record review, and if needed, discuss the results with the division director or designee according to the procedures outlined in the



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4.01-02 Interview and Evaluation of Candidates Procedures.

Voluntary transfers

An employee may submit a written request for a voluntary transfer to a vacant position within their current pay range. If an employee requests a transfer to a vacant position even if it has not been announced, the division director may consider the employee. A division director has the authority to approve voluntary transfers.

If a division supports a voluntary transfer within the department, justification supporting the choice of the employee selected must be provided to the appointing authority for approval. If approved, these positions will not be announced in house and the certificate does not need to be requested.

If more than one person volunteers to transfer into a vacant position contact the Human Resources Program for assistance.

Involuntary transfers within an employee’s current geographical area

Division directors may transfer a division employee between positions in the same class within the division after consulting the appointing authority. An employee will be notified in writing at least fifteen (15) days prior to the effective date of the transfer.

Involuntary transfers outside employee’s current geographical area

A division director may request an involuntary transfer of an employee from one geographical area to another, through the appointing authority. If approved, the appointing authority will give written notice of the action to the Office of Administration’s Director of the Division of Personnel and the employee thirty days (30) prior to the effective date of the action. The notice will include the reason for transfer. The employee’s supervisor will meet with the employee, explain the reasons for the transfer and answer questions.

The affected employee may request in writing a review of the transfer. The request is made to the OA director of the Division of Personnel. The OA Division of Personnel will review the information provided by the employee and appointing authority and notify both of the action to be taken.

Any involuntary transfer between two different divisions requires the approval of both division directors involved.