

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5243

TITLE: TRANSFER OF EMPLOYEE

BASED ON POLICY: 5.24 COLLEGE EMPLOYEES: EMPLOYMENT, PROMOTION,
TRANSFER, DEMOTION, SUSPENSION AND DISMISSAL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE
SERVICES/HUMAN RESOURCES

I. Purpose:

To establish procedures for the employee transfers

II. Procedure:

A. Types of employee transfers

1. Transfer by selection
2. Transfer by appointment
3. Administrative transfer

B. Transfer by selection

An employee of South Florida State College (SFSC) may apply for any posted vacancy for which he/she meets the requirements, providing that the employee has notified the immediate supervisor of his/her intention to apply for the position. If selected for the position, the employee's former supervisor(s) and new supervisor(s) will work together to provide a transition in the best interest of the college. It is the responsibility of the former supervisor to request a replacement utilizing the position request process (see Procedure 5240).

C. Transfer by appointment

Under certain conditions, the position supervisor may request that an existing SFSC employee transfer directly into a new or vacant position without advertising or posting the position. For this to occur, all of the following conditions must be met:

1. The position must be within the same classification (career service, professional staff, faculty, or administrative).

2. The position must be within the same administrative area of supervision.
3. The employee must meet the minimum qualifications for the position.
4. The employee must be in good standing.

An employee may be transferred from a part-time position to a full-time position, provided all conditions are met.

An employee may be transferred to a higher level within the same classification (for example, career service level I to career service level II), provided all conditions are met.

To recommend a transfer, the position supervisor will submit a request in writing through the appropriate administrative chain-of-command. After approval by the appropriate executive administrator, the request is to be forwarded to the Human Resources Department for further processing.

D. Administrative transfer

To facilitate the needs of the college, the president may, at any time, transfer an employee to another position or department.

HISTORY: Last Revised: 9/13/05

Adopted: 5/17/85

Reviewed: -

Revised: 12/4/01, 9/13/05