

Policy & Procedure Manual

**TRANSFERS OUTSIDE OF JOB POSTINGS/
VACANCIES – HR-III-20**

POLICY:

Employees may be transferred from one primary area of assignment to another, on a temporary or permanent basis, at the discretion of management. An Employee may request a transfer from one primary area of assignment to another, within the same classification and status.

Employees with disabilities requesting to be transferred or who are being transferred will be notified of the availability of accommodations and accessibility and individual accommodation plans will be considered in OPTIONS redeployment processes.

Note: For Unionized employees, any such request made by an employee, must be made in accordance with any applicable collective agreement language.

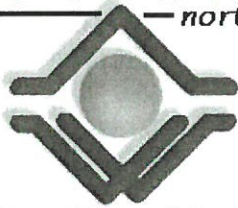
PURPOSE:

1. To ensure adequate staffing coverage.
2. To maintain order and efficiency within the organization.
3. To allow employees opportunity for change/growth, where feasible.

PROCEDURE:

EMPLOYER INITIATED TRANSFER:

1. If the Supervisor of a particular area wishes to transfer an employee from one primary area of assignment to another, it must be discussed with his/her Director, and the Director, Human Resources. In considering such transfer, employees will be notified of the availability of accommodations for persons with disabilities, on request. Should accommodation be requested by an employee, an Applicant Workplace Accommodation form (Appendix A) will be completed. Employees with existing accommodation plans shall have their plans reviewed and updated, as required.



2. Human Resources will prepare and process employee master forms per the direction of the Director of Human Resources for each employee who is making a transfer. Depending on the circumstances for the transfer, the employee may be restricted to working in a particular location(s).

EMPLOYEE INITIATED TRANSFER:

1. Should an employee desire to request a transfer from one primary area of assignment to another, the employee must complete and submit to Human Resources, an internal application form (Appendix B). This request will then be brought to the attention of the Director, Human Resources, who will discuss the request with the employee's immediate Supervisor. In considering such transfer, employees will be notified of the availability of accommodations for persons with disabilities, on request. Should accommodation be requested by an employee, an Applicant Workplace Accommodation form (Appendix A) will be completed. Employees with existing accommodation plans shall have their plans reviewed and updated, as required. Human Resources will work with other applicable Supervisors/Directors to investigate the possibility of the transfer, as required.
2. If the transfer is to take place, Human Resources will document the circumstances surrounding the transfer on the "outcome" section of the internal application form and the application will be filed in the employee's personnel file. Human Resources will prepare and process an Employee Master Form to affect the transfer.
3. If the transfer is not possible within a reasonable period of time, the employee will be advised and the application will remain with Human Resources for the remainder of the calendar year, for consideration for other opportunities that may arise.
4. A new application must be submitted each calendar year.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

- OPTIONS northwest -
Applicant Workplace Accommodation Form

FOR COMPLETION BY HUMAN RESOURCES

Applicant: _____ Position Applied for: _____

Request made to: _____ Date of Request: _____

Type of Accommodation requested:

Accessible Formats/Communication Supports _____

Accommodation Plan: _____

Physical/Mental Health _____

Medical Documentation required: Yes No

Accommodation Plan: _____

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Accessible Formats may include but are not limited to options such as large print, screen readers, braille, audio format, captioning.

Communication means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

**- OPTIONS northwest -
Internal Application Form**

POLICY: HR-III-20
APPENDIX B

Name: _____ Current Position: _____

Current Area of Assignment/Department: _____ Current Status: _____

Complete Sections A & C or Sections B & C

Section A

I am an internal employee interested in an internal position.

Title of Internal Position: _____

Was Position Advertised? Yes No

Note: All advertised positions will list application requirements

References:

List three work references

Name	Relationship to Applicant	Contact Information
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I authorize the references listed above to release to OPTIONS northwest any information with regards to my application to the position being applied for.

Signature of Applicant: _____ Date: _____

Section B

I am an internal employee interested in a transfer.

Desired Transfer Location(s): _____

Please outline your Education, Qualifications, Training and Experience:

Please outline the reasons you are requesting this transfer:

**- OPTIONS northwest -
Internal Application Form**

Name: _____

Section C

All Applicants must complete this section

Cover letter attached? Yes No

Resume attached? Yes No

Additional Documents Attached? Yes No

Additional Information:

I hereby certify that the information on this application is true and complete. I understand that a false statement or omission may be sufficient reason for my rejection or dismissal.

Signature: _____ Date: _____

Contact Number(s): _____

For Human Resources Only

Date Stamp

Outcome:

