

CIVIL SERVICE COMMISSION RULE 10

TRANSFERS

10.01 Purpose

The purpose of Rule 10 is to describe the kinds of transfers possible in the classified service, the circumstances under which transfers can occur, and the effect transfers have on employee status. (CSC 3/14/02) (CSC 12/15/15)

10.02 Transfers between Departments

A. Employee Request for Transfer (CSC 8/8/96)

An employee may request lateral transfer from one department to another if the following conditions are met:

1. The transfer is approved by both giving and receiving department heads and the Human Resources Director. (CSC 12/15/15)
2. The transfer is to the same job class and to an authorized vacant position.

B. Effects of Transfers Between Departments on Employee Status

1. Seniority

Employees who transfer between major departments within the City will begin seniority in the new department effective the date of the transfer. The major departments are: General City and Park Board. The classification seniority of these employees will continue uninterrupted. Transfers within departments have no effect on seniority, unless accompanied by a Transfer of Title (see below). (CSC 3/14/02) (CSC 2/24/09) (CSC 12/15/15)

2. Probation

Employees who have already achieved permanent status by completing an initial probationary period will be required to serve an additional three-month probation in the new department. During the three-month period the employee, if removed by the appointing authority, shall be reassigned to a vacant position in their previous department within their classification, or if none exists, to their previous position. Employees who have not yet achieved permanent status will be required to serve the full initial probationary period, but not less than three months. (CSC 11/21/95) (CSC 3/14/02) (CSC 12/15/15)

10.03 Transfer of Title

A. Employee Request for Transfer of Title (CSC 8/8/96)

An employee may request a transfer of title if the following conditions are met:

1. The transfer of title is to a job class at the same (or lower) grade level.
2. The employee meets the requirements of the job classification to which transfer is sought.
3. When appropriate, a transfer of title must be combined with a request for transfer of department.
4. The transfer of title is approved by both giving and receiving department heads and the Human Resources Director. (CSC 12/15/15)

B. Effects of Transfer of Title on Employee Status

1. Seniority

Job classification seniority in the new job title will begin on the effective date of the transfer. When a transfer of title is combined with a transfer across major departments, both classification and department seniority begin on the effective date of the transfer. (CSC 3/14/02) (CSC 2/24/09) (CSC 12/15/15)

2. Probation

Employees who have voluntarily requested a transfer of title must serve a new probationary period of six months. (CSC 12/15/15)

10.04 Emergency Transfers between Departments

Departments may make emergency transfers of employees between the City of Minneapolis and the Minneapolis Park& Recreation Board under the conditions listed below: (CSC 12/15/15)

- A. The emergency situation, including natural disaster, public unrest, force majeure, or the occurrence of an event which jeopardizes the ability of the Department to perform critical services and could not have been reasonably anticipated or planned for was necessitated by factors beyond the control of the Department and could not reasonably be anticipated or planned for. (CSC 12/15/15)
- B. The emergency transfer is for a maximum of three months. Extensions beyond the original three months require approval of the Human Resources Director. (CSC 12/15/15)

- C. The job title of the incumbent remains unchanged; the change is merely to another City Department.
- D. The Human Resources Director is notified of the emergency transfer and requests for extensions. (CSC 12/15/15)
- E. The permanent status and seniority of an employee on an emergency transfer continues to accrue and is unaffected by the transfer. (CSC 12/15/15)

10.05 Inter-jurisdiction Transfers

An Inter-jurisdictional Transfer is the transfer of a qualified person to the City from another local, state, federal or other governmental agency. Transfers of this kind must observe the criteria below:

- A. Inter-jurisdictional Transfers
 - 1. There is an authorized vacancy within the City for which there is no qualified eligible candidate available. (CSC 12/15/15)
 - 2. The person to be transferred is coming from a position that was filled according to the merit principles.
 - 3. The person to be transferred holds a position that is the same or equivalent to the vacancy in the City and/or meets the relevant minimum qualifications for the City's position.
- B. Conditions Following Commission Approval

Such a request must be approved by the Commission at a public meeting. If approved, the following conditions apply:

- 1. A new probationary period must be served with the City.
- 2. No fringe benefits or seniority will be carried over from the previous position (except as governed by law). Furthermore, the transferee will be treated as a new employee.