

## **CHANCELLOR'S PROCEDURE for Policy 602.04 Internal Employee Transfers**

The procedures and guidelines for transfers of employees are included in the Students First Act. Refer to the Students First Act for complete information.

In order to request the approval of a lateral internal transfer, the President sends a letter of request to the Chancellor with a detailed description of the transfer. The letter must include a narrative description and justification of the proposed changes. The following documents must also be included as attachments to the request letter:

- a. Lateral Internal Transfer form
- b. Current job description
- c. Proposed job description
- d. Notice of intent to transfer letter
- e. Internal position announcement
- f. Notice of transfer decision letter

Upon receiving the Chancellor's approval of the transfer, the employee must receive the notice of intent to transfer letter and the position must be posted internally for a minimum of fourteen (14) calendar days. The notice of intent to transfer letter requires a fifteen (15) calendar days waiting period which may occur simultaneously with the fourteen (14) calendar days of the internal posting. Once the initial fifteen (15) calendar days waiting period and posting period have expired, the employee must receive the notice of the transfer decision which also requires a fifteen (15) calendar days waiting period. The transfer will not be effective until such time as the Chancellor's approval is received and the required posting and notification processes have occurred.

Positions that have not been filled through a regular search process are not eligible for transfers. Positions or duties that do not currently exist at the institution are not eligible for transfers. Consult with Alabama Community College System Office Human Resources or the Office of the General Counsel for guidance prior to requesting the approval of a transfer.