




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Transfers	HR_440_11
Supersedes:	HR_440_11, dated February 1, 2011	
Applicability:	Management and executive service employees. Classified represented employees where not in conflict with the labor agreement.	
Reference:	State Policy 40.045.01	
Effective Date:	October 1, 2013	Approved: 

I. PURPOSE

To establish guidelines for the transfer of employees.

II. POLICY

The Department of Fish and Wildlife reserves the right to determine the appropriate method of filling of vacant positions. The department will provide for transfer of employees when appropriate, to provide for the most efficient and effective use of employee resources.

- A. The transfer process shall be completed with no more than a 15 calendar day break in service.
- B. Statewide Transfer: Eligibility for placement on the statewide transfer list (TR) will be based on the classifications for which the employee is qualified of the same, equal or lower salary range number. For classified represented employees, use of the transfer list shall not be in conflict with an applicable collective bargaining agreement. See Section III, B of this policy for employees whose positions have been reallocated due to a classification plan implementation.
- C. Notice of Transfer: A management service employee may be transferred for the good of the service with advance notice determined by the Human Resources Administrator, in conjunction with the appropriate deputy director.

III. POLICY CLARIFICATION

- A. A transfer is the lateral movement of an employee (except temporary) from one position to another position in the same classification or from a position in one classification to a position in another classification having the same salary range number.
- B. Employees whose positions have been reallocated as part of a classification plan implementation shall be eligible to be placed on the statewide transfer list (TR) for the reallocated classification in which they currently hold regular status.
- C. Employees who have been targeted for layoff or have been demoted in lieu of layoff shall have the opportunity to be considered for positions in different classifications, geographic locations, and agencies consistent with reemployment.