



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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2**

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D2-120.8**

SUBJECT

**APPOINTMENTS**

**SUB-TOPIC**

**CLASSIFIED SERVICE, Continued**

TRANSFERS

This policy is intended to cover situations in the Classified Service where:

1. Individuals request transfer from one position to another, or
2. The best interests of UTD require that an employee be transferred.

Employees or supervisors having questions regarding the policies outlined below should contact the Human Resources Office for further information.

**VOLUNTARY TRANSFERS**

Every effort is intended to provide Classified employees the opportunity to apply and receive consideration for lateral transfers. Requests for such transfers will not affect his/her current position.

**WHO IS ELIGIBLE FOR TRANSFER**

Any full-time or part-time regular employee who has completed a minimum of six (6) months continuous employment at UTD may apply for a posted opening through the Human Resources Office without prior notification of his/her supervisor; however, employees are encouraged to discuss such action with their supervisors. An employee may not be considered for more than one (1) transfer at any one (1) time.

**POSTING OF OPENINGS**

Administrative officers or supervisors who anticipate or have a vacant position (including hourly) should complete a "Request for Appointment" and an RFA Addendum form (see Exhibits D2 and D2A) and forward them to the Budget Office. In those cases where a new position is being established, a Budget Adjustment Form (BAF) must also be forwarded to the Budget Office. Required qualifications, other than those listed in the official UTD job description (available from Human Resources), should be listed in sufficient detail to ensure referral of only qualified applicants.

No appointments may be processed until the Budget Office has approved the request and the job has been officially posted in the University's Employment Opportunities Bulletin for a minimum of five (5) working days. The only exceptions to the above are positions usually filled by part-time students or