



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
1**

**PAGE
D2-120.8.2**

SUBJECT

APPOINTMENTS

SUB-TOPIC

CLASSIFIED SERVICE, Continued

VOLUNTARY TRANSFERS, Continued

SELECTION, Continued

Prior to the appointment and after selection of the applicant by the hiring administrative officer or supervisor, Human Resources will make the job offer. Administrative officers or supervisors should not negotiate salaries with an applicant at any time.

ACTUAL TRANSFER

Once a UTD employee is selected for a posted position, the transfer should take place as mutually agreed upon (by both supervising parties and Human Resources), but not later than one (1) month from the date of the employee's acceptance of a transfer.

Care should be taken by administrative officers and Human Resources to ensure continuity of employment so as not to affect any employee benefits.

An employee who has been transferred will not be considered for another transfer for a minimum of six (6) months following the period of a transfer without administrative approval.

TRANSFERS IN THE BEST INTERESTS OF UTD

All Classified employees may be reassigned from work at one physical location to comparable work at another location within the University as operating needs require. Such changes will be made with due consideration of employee preferences; however, the best interests of UTD will be the determining factor.

An employee may be transferred from one administrative unit to another with the concurrent approval of appropriate administrative officers. Administrative officers should consult the Human Resources Office regarding the transfer of employees prior to any transfer taking place. A transfer of an employee may be made from one (1) position in a class to a position in another class only if it is determined that:

1. The transfer is in the best interests of UTD, and
2. The employee is qualified to assume the new position.