

Treasury Documentation**Subject:** Employee Transfers Within Treasury or to Another State Department**For:** EMPLOYEE HANDBOOK**Also See:** ET-03024, 83;
Civil Service Rules and
Regulations**Identification** BT-03057
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Transfer Eligibility

A classified employee with status is eligible to be considered for transfer to another position within classified service. An employee is eligible to transfer only:

1. To a position in the employee's current class or classes for which the employee is certified by the Department of Treasury (Treasury) as qualified, **and**
2. At a level equal to or lower than the level at which the employee has status.

For more information, access Rules 3-3.5 and 3-3.6 of the Civil Service Commission Rules on the Department of Civil Service Web site at <http://www.michigan.gov/mdcs>.

Transfers to UAW Posted Vacancies Within Treasury

Current Treasury UAW (United Auto Workers) vacancy notices are posted in the Office of Human Resources (HR) on the Employment Opportunities bulletin board. UAW vacancy notices are also sent to each division within Treasury to be posted. An employee interested in applying for a UAW posted vacancy must complete form 1908 REQUEST TO INTERVIEW FOR A VACANCY and return it to HR. If an employee has transferred within the last 12 months, he or she is **NOT** eligible for another transfer in the same 12-month period. An employee must be the same class/level of the vacancy to be eligible for transfer.

Transfers Between Work Sites Within Treasury

An employee interested in transferring to a work site in a field office within Treasury should complete form 1867 REQUEST FOR TRANSFER TO ALTERNATE TREASURY WORK SITE and return it to HR. A field employee who wishes to transfer to another work site should review his or her division's policies and procedures for voluntary transfer.

Note: In the Metro-Lansing area, the various administrative office locations for each department/agency, including the Secondary Complex, shall be considered as a **single** work site. See Policy ET-03024 in this Handbook and on Treasury's Intranet for information on work sites.

If a transfer in work site requiring a change of residence is made at the request of Treasury, Treasury may pay a portion of the moving expenses in some circumstances. There are rules established by the Department of Management and Budget (DMB) for such payment. Payment cannot be made unless approved in advance of the move by both Treasury and DMB.

If, however, the transfer is due to a promotion or a voluntary transfer, Treasury will not pay any moving expenses. See Policy ET-03083 in this Handbook.

Transfers to Another State Department

An employee interested in transferring out of Treasury to another State department can access the Department of Civil Service Web site at <http://www.michigan.gov/mdcs> for information on State of Michigan vacancy postings. An employee may also contact the HR offices of other State departments and/or Treasury HR for further information.

According to Civil Service Regulation 5.09-3.A.4, “An employee who moves from one state department to another may transfer up to 80 hours of accrued annual leave. Annual leave in excess of 80 hours up to the maximum may be transferred with the approval of the appointing authority to whose service the employee moves. An employee is paid in cash at the current rate of pay for unused annual leave that is not transferred.”

Compensatory Time Accruals

According to Civil Service Regulation 5.02-3.2.h (4), “Unused compensatory time accruals of an employee who resigns, retires, is dismissed, or moves to a different appointing authority are paid at the employee’s current base hourly rate, or at the average base rate received during the last 3 years, whichever is higher.”

End