



**SUBJECT:** Department Transfers

**TO:** Members of the Department

This Order establishes department policy and member responsibilities for the following:

<b><u>Section 15.1</u> DEPARTMENT TRANSFER POLICY</b>	1
<u>15.1.1.</u> General Department Transfers	1
<u>15.1.2.</u> Requests for Transfer	2
<u>15.1.3.</u> Time Accounting	2
<u>15.1.4.</u> Allowable Moving Expenses	2
<b><u>Section 15.2</u> MOVING HOUSEHOLD GOODS OF TRANSFERRED MEMBERS</b>	3
<u>15.2.1.</u> Type of Transportation Available	3
<u>15.2.2.</u> Moving Assistance and Time Accounting	6
<u>15.2.3.</u> Moving Expense	6
<b><u>Section 15.3</u> REVISION RESPONSIBILITY</b>	6

## **15.1 DEPARTMENT TRANSFER POLICY**

### **15.1.1. GENERAL DEPARTMENT TRANSFERS**

#### **A. Exclusively-Represented Members**

Members covered by a collective bargaining agreement shall only be transferred according to the terms of that agreement.

B. Non-Exclusively Represented Members

Transfers and promotions involving non-exclusively represented members shall be at the discretion of the appropriate bureau commander. Lateral transfers into command officer positions may be considered first. However, the bureau commander may waive this consideration if a candidate is identified with expertise and/or skills that make him or her the best candidate for the position.

15.1.2. REQUESTS FOR TRANSFER

- A. Requests for transfer by an exclusively-represented member shall be initiated by that member. Members shall submit requests for transfer through the appropriate voluntary transfer request process designated for their bargaining unit, during the window period specified by their respective collective bargaining agreement.
- B. For members not covered by a collective bargaining agreement, the following procedures shall apply to requests for transfer:

Consistent with procedures outlined in Section 15.1.1.B above, vacancies for which transfers will be considered will be posted in the job postings site.

- C. A member may request a transfer based on the member's health, the health of an immediate family member, or that of a spouse's parents. The request for transfer shall detail the problem with a complete explanation to substantiate the need, including the reasons a transfer would be beneficial.
- D. Requests for hardship transfers shall be investigated and documented by the district/division commander before the transfer request is forwarded to Headquarters. When the hardship involves a matter in another district, that district commander shall be contacted and asked to have the matter investigated.

15.1.3. TIME ACCOUNTING

Unless prior arrangements have been made, a member being transferred shall report to the new work station at 8 a.m. on the effective date of the transfer. Preparation and travel time shall be taken while assigned to the previous work site.

15.1.4. ALLOWABLE MOVING EXPENSES

- A. Members covered by a collective bargaining agreement shall comply with provisions of their agreement regarding time spent on a transfer and other allowable expenses.
- B. For enlisted members not covered by a collective bargaining agreement, the following procedures shall apply:
- (1) The transferred member shall be allowed two days off, with pay, for moving.
  - (2) Regular meal allowance and necessary travel expenses shall be given to members on official transfers, according to Official Order No. 47, Section 47.4. (Expense Allowances and Approvals).
- C. Civilian members not covered by a collective bargaining agreement are not eligible to receive transfer benefits.

## 15.2 MOVING HOUSEHOLD GOODS OF TRANSFERRED MEMBERS

A. Under the existing rules of the Michigan Civil Service Commission, Civil Service Regulation 5.15, the expense of moving household goods of a state employee transferred from one work station to another may, with certain limitations, be paid by the State. This does not apply to the moving of a newly hired employee from a place of residence to a work station or the moving of household furnishings of a retired employee. To qualify for moving expenses:

- (1) The distance between the employees old work location and new work location must be more than 15 miles.
- (2) The employee must move his or her family residence more than 15 miles closer to the new work location.
- (3) The residence they are moving from must be more than 50 miles from the new work station.

NOTE: When conflict occurs between this Order and a collective bargaining agreement, the collective bargaining agreement supersedes the Order.

### 15.2.1. TYPE OF TRANSPORTATION AVAILABLE

Moves shall be made by common carrier or by trailer rented by the member, except for mobile homes, which may be moved by the State.

A. Common Carrier

- (1) The State shall pay:
  - a. Transportation charges for actual weight up to a maximum of 14,000 pounds for normal household goods. The State shall not pay for transportation of motorcycles, snowmobiles, boats, fence posts, etc., which are not considered normal household goods.
  - b. Packing allowance up to a maximum of \$800. This allowance will cover charges for packing, unpacking, container or packaging material; appliance service (tie down, blocking or bolt down in preparation for moving), flight or distance charges, elevator charges, piano, organ, or freezer handling and carrying charges and extra labor charges.
  - c. When housing is not available, storage of household goods at a commercial storage facility with tariffs regulated by the Michigan Public Service Commission (MPSC), not to exceed 60 days.
  - d. Detroit area surcharge.
  - e. Bridge toll.
- (2) The member shall pay:
  - a. Transportation charges for all weight in excess of 14,000 pounds.
  - b. Packing charges in excess of \$800.
  - c. Additional insurance (see paragraph 3 below).

- d. Moving expenses for household goods not considered normal; i.e., motorcycles, snowmobiles, boats, cement blocks, etc.

(3) Insurance Coverage

- a. Carrier's liability without additional insurance is \$.60 per pound per article.
- b. If the member wishes to purchase additional carrier provided insurance for lost or damaged items, the State shall reimburse the member \$.65 per pound of the actual weight of the shipment.

(4) Member Responsibilities

- a. A member shall discuss some preliminary plans and obtain quotes from at least three moving companies before submitting a Request for Moving, ADM-012. The Procurement office of Department of Technology, Management and Budget (DTMB), usually approves any common carrier licensed by the MPSC to handle intrastate moves. The department does not endorse any particular carrier nor does DTMB Procurement.
- b. The ADM-12 and the three quotes shall be completed and submitted to the Budget and Financial Services Division, MSP Accounting Service Center at least two weeks before the anticipated move. Use of the common carrier shall be approved in advance by the MSP Accounting Service Center travel contact and arranged by DTMB Acquisition Services.
- c. Following approval of the move by DTMB, the designated carrier shall be contacted by the member to confirm details of the move such as weight and cost estimate, insurance, packing, moving date, arrival time of goods at destination, storage, etc.
- d. The weight of the member's goods may be estimated on the estimating form provided by DTMB. (Check the items in your home, add up the cubic feet and multiply by seven pounds to arrive at the estimated weight.) Regardless of any prior estimate of shipping charges, members shall pay transportation charges and charges for additional services, computed according to the tariff filed with the MPSC. The final charges which members are required to pay may be more or less than the estimate received from the carrier and shall be paid by the member.
- e. The member shall be completely ready to move at the time and date arranged with the movers with all packing previously completed, with the exception of items to be packed by the movers.
- f. The member shall arrange for service to secure power units of any pieces of equipment such as automatic washers, dryers, refrigerators, freezers, etc., which may require attention.
- g. Before the shipment leaves the point of origin, the member shall obtain a bill of lading from the carrier, signed by the member and the carrier, showing the date of shipment, the names of the consignor and consignee, the point of origin and destination, a description of the goods, and declared or released valuation. Special attention is directed to the Rule 10 section of the Bill of Lading. Do not sign under Rule 10 of the Bill of Lading. To do so may guarantee a weight in excess of the actual weight of the shipment. If requested to do so by the carrier, the member shall advise the carrier to contact DTMB Procurement for authorization.

- h. After the move is completed, the member shall examine the furniture for damages. All damages shall be recorded on the moving bill. The billing shall include the following documents: bill of lading, weight tickets with name of consignee shown, and the inventory sheet. All copies of the moving bill shall be signed and retained for the member's record. A report of damages shall be furnished to DTMB Acquisition Services, which will assist in settling damage claims.
- i. The member shall pay the carrier for all charges in excess of the State allowance. These charges shall be paid at the time of delivery by cash, certified check, or money order, unless credit arrangements have been made in advance with the carrier.
- j. DTMB Procurement in Lansing shall be contacted to resolve questions or complaints concerning the move.

#### B. Mobile Homes

- (1) A member who owns a mobile home that is used as a regular residence may request the State to move the mobile home in lieu of requesting a common carrier.

The ADM-12, Request for Moving, shall be completed and forwarded to the MSP Accounting Service Center at least two weeks in advance of the requested moving date.

- (2) The MSP Accounting Service Center shall process the necessary papers and forward them to DTMB Acquisition Services, which will select the carrier or approve the member's suggested carrier.
- (3) Only the actual moving cost, plus a maximum of \$1,000 for blocking, unblocking, and securing contents or expando units, will be paid. Mobile homes shall be ready to move when the carrier arrives. Standard weight limitations do not apply to moving mobile homes. "Actual moving cost" includes only the transportation cost, escort services when required by a governmental unit, special lighting, and permits.
- (4) The member is responsible for repair or replacement of mobile home equipment including tires, axles, bearings, lights, etc. It is also the member's responsibility to move all items outside the mobile home; i.e., oil tanks, steps, storage shed, etc.
- (5) Mobile home liability is limited to damage to the unit caused by negligence of the carrier and to contents up to a value of \$500. Additional excess valuation and/or hazard insurance may be purchased from the carrier at the expense of the member.

#### C. Trailer

- (1) A transferred member who has only a small amount of furniture and prefers to rent a trailer to personally move household furnishings shall contact the MSP Accounting Service Center for approval.
- (2) If approval is granted, the member shall pay the rental fee, obtain an itemized receipt, and forward the receipt to the MSP Accounting Service Center, who shall process payment to the member.

**15.2.2. MOVING ASSISTANCE AND TIME ACCOUNTING**

- A. The transferred member shall be allowed two days of administrative leave for moving.
- B. No other member shall be assigned to assist in the move.

**15.2.3. MOVING EXPENSE**

Payments made by the State to a third party or reimbursement to a member for costs incurred in relocating upon transfer shall be considered as other compensation and shall be included in the amount reported on the member's Wage and Tax Statement (W-2). This includes payments made by the State for a moving van, packing, storage, moving a mobile home, and trailer rental.

**15.3 REVISION RESPONSIBILITY**

Responsibility for continuous review and revision of this Order lies with the Administrative Services Bureau (MSP Accounting Service Center) and the Human Resources Division in cooperation with the Office of the Director.

DIRECTOR