



BAPTIST COMMUNITY SERVICES

Enriching Lives Through Christian Care

REQUEST TO TRANSFER

Date: _____

Employee Name: _____ Badge #: _____ Hire Date: _____

Current Department: _____ Current Job Title: _____

Requested Department: _____ Requested Job Title: _____

Purpose for requesting transfer: _____

Certifications/Licenses: _____

Experience: _____

Employee Signature

Date

Current Manager/Director Signature

Date

Date received in Human Resources _____ Online application complete YES NO

Date sent to interviewing manager _____ Date of interview _____

Date of meeting with current manager/director _____

Transfer approved? YES NO If no, reason(s) for declination: _____

Date employee notified _____ Date of meeting with HR _____ Date of transfer _____

(Not to exceed 30 days from date of approval)

NEW STATUS

Job Title:	Dept #	Hrs Per Pay Period
Base Hourly Rate	Cost Acct:	<input type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt

AUTHORIZATIONS

Department Mgr/Spr _____ Executive Officer _____

Department Director _____ Human Resources _____

Other _____ Payroll _____

Procedures for transfers (refer to HR policy 1.113 Transfers)

To avoid confusion, the department and director of the employee's current department is referred to as #1; the department and director of the department to which the employee is to transfer is referred to as #2.

1. Employee completes Request for Transfer and submits it to the Human Resources Department and completes the online application process through Vikus.
2. The Human Resources Department explains reasons to employee if he/she is not qualified. If employee meets qualifications of job, HR forwards Request for Transfer to Department Director #2.
3. Department Director #2 contacts employee and meets with him/her to discuss qualifications, interests, and motivation for transfer request; meets with Department Director #1 to discuss employee's work performance, work habits, and present work situation; discusses possible dates for transfer if employee is selected. If employee is a good candidate for the job and if the transfer will be to a lesser position, Department Director #2 reviews the situation with the Human Resources Department.

If employee is to be transferred:

1. Department Director #2 notifies employee of decision; asks employee to notify Department Director #1 of acceptance; completes New Status information on Request to Transfer form; meets with Human Resources Department to establish date of transfer, not to exceed thirty (30) days from date of approval, and to complete Request to Transfer form.
2. Department Director #2 forwards Request to Transfer form to Human Resources Department for processing prior to effective date of transfer.

If employee is not to be transferred:

1. Department Director #2 documents reason(s) on Request to Transfer form; notifies employee of decision and documents date employee notified; returns Request to Transfer form to Human Resources Department.