

## Manual of Administration

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Transferring between Modules for Part-Time and Full-Time Staff	<b>Code:</b> HR190
		<b>Date of Issue:</b> July 1995
		<b>Revised:</b> April 2006
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**PURPOSE:** To clarify Module transfers.

To offer staff an opportunity for change, challenges, and growth. The Directors of Support Services may grant staff the opportunity to transfer to another module if there is a posting applicable to their current position i.e., a full-time staff may transfer if there is a full-time position posted on the bulletin board.

### **PROCEDURE:**

1. Staff must have been in their current position at least six (6) months prior to requesting a transfer.
2. Staff are to put in writing to the Director of Finance and Administration that they are interested in transferring to another module.
3. Staff may specify which module they are interested in transferring to.
4. The Director of Support Services will review the transfer file to determine if any staff are interested in transferring.
5. If appropriate, the staff will be approached about the opportunity of transferring.
6. If there is more than one staff interested in transferring to that module, an interview may be set up to determine who will get the position.
7. The Directors will discuss the transfer request with the Managers affected.
8. The Executive Director will be informed and approve the final transfer decision.
9. Should the transfer of staff not be advantageous to the agency, found to be too costly, or for reasons affecting the individuals being supported, then the transfer may be denied.

**Every effort will be made to accommodate staff with their transfer request, but the people we support will come first.**