

TRANSFER Policy and Procedures

Purpose of Policy: To define a transfer process within the criteria and guidelines set forth by the State of Wisconsin and UW-Madison campus that is consistent and equitable.

Policy: This policy affects all FP&M permanent status employees for transfer and reassignment transactions. As permanent positions are vacated, manager/supervisors will follow established procedures. Exceptions to established procedures may be approved by AVC or designee based on extenuating/mitigating circumstances that may include medical or ADA reasons. Note: Vacancies are open position and does not include leaves of absences.

I. General Transfer Procedures:

- Supervisors and Managers should consult with FP&M Human Resources to determine appropriate method to fill the vacant position (*See section II for custodial reassignment procedures).
- Position request form with position description and justification is completed and submitted to FP&M Human Resources. Position is reviewed and approved by Associate Vice Chancellor or designee to fill position.
- Per UW-Madison transfer policy, vacancies will be posted with the UW-Madison Office of Human Resources (OHR) via JEMS/CHRIS for a minimum of eight (8) days for Wisconsin Employee Referral Service (WISCERS) as required by OSER.
- FP&M Human Resources Office will be responsible for receipt of applications from eligible interested applicants during the eight day recruitment period in WISCERS and until the deadline established at the time of announcement.
- Applicants who are at-risk, seeking reinstatement or transfer may be requested to complete an FP&M employment application and /or provide cover letter, resume, references as well as reference release form and other materials as instructed by FP&M Human Resources.
- After the minimum 8 day posting, the vacancy may be filled by applicants who have been determined to be eligible by FP&M Human Resources prior to moving to open recruitment.

- If it is determined that open recruitment should be utilized for filling the vacancy, FP&M Human Resources will post a job announcement and application materials on the OHR website within a reasonable period of time. At-Risk, reinstatement and transfer applicants will be offered an opportunity to interview for the vacancy along with applicants whose names are on the certification list obtained through the examination process.
- Selection practices/procedures regarding recruitment (e.g. interviewing, questions/benchmarks, etc.) will be coordinated with the assistance of FP&M Human Resources.

II. Internal Custodian /Custodian Lead Reassignment Procedures:

Reassignment process is utilized to fill a position via internal movement of a current FP&M custodial service employee based on specific criteria. Reassignment would occur prior to general transfer and recruitment process (See section I).

Criteria for internal reassignment: FP&M employee must be in a current permanent position within the same classification with similar duties. For example: Custodian reassignment from one crew to another crew.

Supervisor or manager must complete position request form and consult with FP&M Human Resources to determine if reassignment is an option.

Procedures:

A. Notification posting of FP&M Internal Movement and Employment Opportunities for Custodial Positions will be e-mailed weekly on Monday (or 1st work day of week) to Custodial Supervisors and Custodial Staff who have e-mail.

1. A consistent format will be used.
2. Translation information will be present when posted.
3. Notification posting will list the following:
 - Position title and code
 - Shift/Schedule/Crew
 - Special requirements (ie: English proficiency, driving, etc.).
 - Contact information for questions and method to submit interest which will include contact's e-mail, phone number, and office location.
 - Deadline date with submission prior to 4:00 p.m. on that Friday or the alternate date identified in notice.

B. The Custodial Department Supervisors or designated backup will be responsible for printing and posting notifications in the designated break areas bulletin board for each crew and Custodial Office bulletin board before the end of shift on the day it was e-mailed to crew mailbox.

1. Backup plans must be in place to ensure all postings are placed on the bulletin boards.

C. Internal Reassignment Applicants Indicating Interest.

1. Each position posted for internal reassignment opportunity will include instructions on how employees should submit interest in writing to the FP&M Human Resources contact.
 - E-mail will be considered indicating interest as long as:
 - complete information is included
 - request is from employee's own e-mail account
 - time stamped before 4:00 p.m. on the deadline date.
2. It is the responsibility of the employee to notify FP&M Human Resources, not the employee's supervisor, representative, etc.

D. Screening and Selection of Internal Reassignment Applicants.

1. FP&M Human Resources will review all names/materials submitted for eligibility. Employees not meeting the below criteria will not be referred further.

Criteria used for consideration will include:

- The person must have met the deadline. Deadlines posted are considered closed at 4:00 p.m. on specified date. All deadlines dates are firm cut-offs for indicating interest.
 - Complete information (e.g. position title/code, shift, schedule, crew number, or application/resume if applicable).
 - The employee must be eligible to be reassigned to the position (same position title/code and completed probation).
 - The employee meets any applicable special requirements of the position (ie: English proficiency, driving, etc.).
 - Employee has not been reassigned within the previous six months
2. Eligible interested employees will be referred to the supervisor of the position to be filled.
 - If Custodian position, the first round will be a maximum of five referrals based on seniority (i.e. adjusted continuous service date).
 3. Minimally, meetings between the hiring supervisor and the employee(s) that indicated interest will occur to discuss the position and offer a preview of the position responsibilities.
 4. Supervisor of a position will conduct interviews and may consider all eligible internal applicants. Supervisor should consider:

- Meets job qualifications (as indicated in the position description)
 - Related custodial experience
 - Internal FP&M references. In rare circumstances, former outside employer references may be reviewed
 - Status of work performance (i.e. dependability)
 - Review history of disciplinary action within last 12 months
 - Previous job evaluations
 - History of employee's reassignment(s)
 - Other relevant, job related information
5. In making a selection, the supervisor shall take into consideration the above criteria. If the supervisor determines that:
- Two or more internal applicants are equally qualified, time employed within FP&M at same classification shall take priority
 - None of the eligible applicants are selected, supervisor must provide FP&M Human Resources written justification with specific reasons explaining why
 - After review of justification, FP&M HR will consult with supervisor to determine next step.
6. The hiring supervisor or designee will notify the selected employee. If needed, the selected internal applicant will have until the end of the following work day to accept the position in writing.
- If written acceptance is not received within designated timeframe, the offer will be considered declined.
 - If the position is designated as requiring English proficiency (EP), the applicant will be required to successfully complete the EP screening before the reassignment is permitted.
 - If the applicant is not successful, they will be allowed to retake the EP screening in six months.
 - If the applicant has concern about the results of the EP screening, they can submit their written appeal to the FP&M HR Manager and/or the Director of FPM-BASS for further review.
7. History of each employee's reassignment will be documented and records maintained by FP&M Human Resources.

III. Reference: UW-Madison Policy - Classified Employment Transfer Policy; s.230.29, Wis. Stats; s. ER1.02(46), Wis. Adm. Code.

Attachments:

Reassignment Employment Opportunities – example

SAMPLE of Announcement

REASSIGNMENT EMPLOYMENT OPPORTUNITIES
FP&M Custodial Department

| Vacancy # | Title | Crew # | Work Hours | Supervisor | Special Requirements |
|-----------|-------------------|--------|--------------------|------------|----------------------|
| 1 | Custodian | 200 | 5:00 pm – 1:30 am | Bierman | English Proficient |
| 2 | Custodian Lead | 300 | 10:30 pm – 7:00 am | Bierman | Driving |

Deadline:

Return reassignment request forms **no later than Friday, March 9, 2012 at 4:00 pm** to: Dawn Bierman, dbierman@fpm.wisc.edu, FP&M Human Resources, 1217 University Avenue, Room 201, Madison WI 53706.

Criteria for reassignment:

Must be a current FP&M employee must be in a permanent position within the same title with similar duties. For example: Custodian to a Custodian position from one crew to another crew. Custodian Lead to a Custodian Lead position from one crew to another crew.

To be considered for reassignment employee should submit complete Reassignment form in writing or email all information on the form from the employee's own email account, and it must be time stamped before the Deadline.

The employee is responsible for returning the Reassignment Request Form to the FP&M Human Resources office. No Reassignment Request Form will be accepted from supervisor, representative, etc.

Criteria for consideration:

Reassignment Request Form must be received before the deadline, and have the complete information. Must hold the same title, completed probation, meet any special requirements of the vacancy, and has not reassigned within the last six months.

Internal FP&M reference will be reviewed:

Status of work performance, disciplinary action within last 12 months, previous job evaluations, or other relevant job related information.