



**BARKATULLAH UNIVERSITY, BHOPAL  
MADHYA PRADESH**

**HUMAN RESOURCES POLICIES AND PROCEDURES**

**TRANSFER POLICY**

## **Introduction**

This policy establishes the process and documentation requirements for the transfer of employees working for Barkatullah University, Bhopal. Timely transfer actions provide accurate and real-time employment data necessary to manage employee benefits and reporting requirements. This policy ensures that employees who were transferred to another department are monitored for their performance in the new department/section.

## **Transfer Policy & Procedure**

Barkatullah University, Bhopal recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their interests, and therefore offers and encourages transfer opportunities for current employees. Likewise, Administrative Officers should be supportive of staff members who have the desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

All the employees shall be transferred within the University must be coordinated through University Administrative Section and approved by the Registrar/Vice Chancellor.

An employee must be in his or her current position at least nine (9) months and maximum for three years before he or she is eligible for a transfer. The nine-month waiting requirement may be waived if the position is being adversely affected due to a reduction in the work force or job elimination, or if there is significant change in the terms and conditions of employment.

In all cases, the employee's work record, including his performance, attendance, efforts to develop skills and related behavior will be used as valid criteria for determining suitability for transfer.

In consideration of the above factors, employees are required to provide documentation that supports their performance history, such as the last performance evaluation or letters of reference from their concerned officers. For all purposes, consideration will be given to the employee's demonstrated interpersonal skills, and other job-related factors, before making a final decision on transfer. Exceptions to this policy are reviewed on an individual basis and must be approved by the Deputy Registrar (Administration).

Administration Section after the approval of the Registrar/Vice Chancellor transfers an employee, either to another department or to other section. Because the transfer affects two departments, there are multiple stages and roles involved in this process:

1. The receiving department (that is, the department the employee is transferring to) initiates the transfer/process.
2. The position that the employee is transferring to should be prepared ahead of time.
3. Once the transfer case is submitted for approval, the employee will be notified of steps to complete the close out of their current position (such as submitting a final timesheet, expense report, etc.).

## **POLICY:**

One of the ways that individuals broaden and deepen their career experience is through professional moves within the University. A transfer is defined as changing positions for a lateral move, promotion, department change, job change, or demotion.

## **1. PROCEDURE**

### **ELIGIBILITY**

Barkatullah University encourages employees to establish a long-term, stable working relationship before seeking other career opportunities within the University system.

Individuals who are not meeting performance expectations must disclose any formal performance actions to be eligible to transfer within the University

### **Performance Concerns:**

If an employee is unable to adjust to the job requirements of a position or is failing to meet minimum expectations, University will identify other opportunities within University for consideration. It is important that the individual is transferred into a position where he/she has an opportunity to be successful.

### **Behavioral/Conduct Concerns:**

Employees with conduct problems are rarely transferred. Behavioral/conduct issues are defined as inappropriate conduct resulting in a Performance Accountability and Commitment plan or discipline warning. The conduct must be formally documented and approval to transfer must be granted by both the leaving and receiving departments. Unless approval is granted, employees involved in conduct actions are not eligible for transfer or promotion into a regular, term, or temporary position for the duration of the performance plan or discipline warning.

Employees transferring shall be subject to a screen of work history which may also include a background check. The ability to transfer to other areas within University could be subject to the background check.

## **II PROCESS**

### **Transfer:**

A lateral transfer is a move to a position with the same or similar job title in the same pay grade. Such transfers provide opportunities to work with new colleagues, to master a different range of skills, or to transfer special skills and experience to a new environment.

### **Promotion:**

Employees are often interested in opportunities for professional development through promotion to more responsible positions, either in their current department or in another area of the University. A move is considered a promotion if it places an individual in a higher pay grade, even if the actual salary is not increased.

### **Other Job Changes:**

Employees may move to a position in another department, change career paths, or to take a job involving less responsibility. These moves are also considered for transfers. The new department will complete the new information, obtain appropriate signatures, and send the form to the Finance Section.

### **References:**

Department Heads/Section in-charge are required to check references with the current supervisor on all transfers. For internal transfer candidate must provide a minimum of two references.

### **Transfer Eligibility Criteria**

- Employed in current position for at least nine months.
- Written confirmation of acceptable performance record/evaluation signed by the applicant's section/Department Head/ in-charge.

### **Transfer Process**

Details of Worker profile is recorded which ensure that all the employee's Education, Certifications, Job History, Professional Affiliations, Languages and Skills are updated. Once updated, this information will be considered for accepting applications or proposal for transfer from one section to other section. Application or proposal for transfer reflects

an accurate and complete account of employment history, including all the positions held within the University. A performance appraisal or two letters of reference should be uploaded at the time submitting application or proposing for transfer. A performance evaluation shall be conducted by the Administration section to propose transfer. Requirement of staff will be given by the section in-charge or Department Head for providing suitable staff.

### **Intradepartmental Transfer Process**

Based on the needs of the area as determined by the Head, the Administrative section has the authority to transfer employees to positions within the departments/sections to maintain efficient and productive workflow and results.

**Employee Responsibilities:** Prior to initiating a transfer, it is recommended that the interested employee advise his/her immediate section in-charge/Head of the Department that he/she is interested in other opportunities outside of the department. The employee must identify a specific job requisition number or area of interest to facilitate the transfer process. Employees may also be required to take clerical tests, such as grammar or typing, as a part of the application process.

**Department/section Responsibilities:** If a department/section has knowledge of an employee outside the department who is interested in serving in the department/section, the department/section is expected to inform the Administrative Section so that eligibility for transfer may be determined. Each Department Head/section in-charge is responsible for conducting the final interview(s), verifying past employment/references and, ultimately, extending the formal offer of employment/transfer.

### **Administrative Section Responsibilities:**

Analyse an employee whose knowledge base, skill set, and work history match the position referenced by the employee. It should be noted that employees only deemed qualified and suitable are forwarded to the Deputy Registrar (Administration) for review. While information related to the position status is limited, the Administration Section will, upon request, attempt to provide feedback when the information is available and deemed reasonable and practical to communicate. The Deputy Registrar (Administration) will re-verify the eligibility before transfer approval.

### **Notice of Transfer**

If chosen for a transfer, the employee should inform the current supervisor of the transfer. A date of transfer will be agreed upon by the Head of the Department/section in-charge and the employee. Adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current area.

## **Orientation Period for Transferred Employees**

The first six (6) days in the new position will be an orientation period. However, transferred employees may use accumulated sick and vacation time during this period with supervisory approval.

An employee should be aware that it is necessary to satisfactorily meet the new position's performance expectations and standards as established by the new Head/section in-charge during the orientation period. The employee's work habits and performance will be examined throughout the orientation period and, if the employee fails to meet these expectations, he/she may be given a notice of non-performance and a disciplinary action may be taken.