

POLICY: **Transfers**
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POLICY

It is the policy of the District that employees may request and that the District Manager or Fire Chief may recommend to the Board the transfer of an employee to another position when such action benefits the District.

RESPONSIBILITIES

It is the responsibility of the **Personnel Officer** to provide an internal recruitment process that ensures internal applicants have at least competent performance and that internal applicants meet the minimum bona fide occupational qualifications (BFOQs).

It is the responsibility of the **District Manager** or **Fire Chief** to consider employees seeking transfers in accordance with the internal recruitment process.

It is the responsibility of the **employee** to seek transfers in accordance with the internal recruitment process.

PRACTICES

1. An employee who transfers prior to completion of the initial performance trial period must complete a new initial performance trial period beginning with the date of transfer.
2. An employee who transfers from a benefit-eligible position to a benefit-ineligible position shall be paid for any applicable accrued benefits, provided requirements specified in those policies are met.
3. Internal applicants must complete the [Internal Application Form 218-2](#) according to Employment Policy #218.
4. No individual may begin work in a different position until a:
 - A. Signed, written acceptance of the offer of employment for the promoted position is received from the employee and placed in the employee's personnel file; and
 - B. **Personal Action Form 254-2** has been completed and approved by the District President.

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5. Upon receipt of a signed acceptance of an offer of paid employment for a previously unpaid employee, the individual shall submit an **Employment Eligibility Verification Form I-9** to the District.
6. Within three (3) days of an employee's paid start date, the Personnel Officer shall use the employee's **Employment Eligibility Verification Form I-9** to verify, via a federal work authorization program such as E-Verity, that the candidate is eligible to work in the United States.

RELATED POLICIES

Employment 218
Performance Trial Period 248
Employee Benefits 500

STATUTORY REFERENCE

RSMo §105.467

REVISION HISTORY

Revision Date	Author	Revision Details
May 25, 2021	Monte Olsen	Initial version