



TNC COMMUNITY REQUEST FOR TRANSFER

**Use this form when requesting to transfer to a new schedule or a new location; not a promotion or demotion.
Refer to the procedures on the backside of this form.**

EMPLOYEE SECTION:

Employee Printed Name: _____

Current Position:

Position Title: _____ Location: _____

Status: Full-time Part-time PRN Other

Days: _____ Hours: _____

Requested Position:

Position Title: _____ Location: _____

Status: Full-time Part-time PRN Other

(Note: If requesting to transfer to PRN, attach the completed PRN Job Expectations Form.)

Days: _____ Hours: _____

Employee request effective date to be: _____

Signature: _____ Date: _____

MANAGEMENT SECTION:

Original hire date? _____ 6 months in current position? Yes No

Disciplinary action in the last 90 days? Yes No If yes, reason: _____

Recent evaluation comments: _____

Disposition: Transfer approved: Yes No If no, reason: _____

Employee accepted position – Effective date: _____

Employee withdrew/declined consideration.

Current supervisor signature/date: _____

Transferring supervisor signature/date (if applicable): _____



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Procedures for Processing the Request for Transfer Form

1. *Before* completing this form – Employee consults with the HR Department (HR Generalist or Administrative Assistant) to become fully aware of the Employment Classifications and the advantages of each classification to make an informed decision *before* submitting the Request for Transfer.
2. Employee completes his/her portion of this form.
3. Employee submits form to his/her immediate supervisor.
4. Immediate supervisor will consult with the HR Department to learn needed Evaluation and Disciplinary information.
5. After clearance to approve the Transfer, if applicable, the immediate supervisor will consult with the prospective supervisor and obtain needed consultation/signature(s).
6. The current supervisor will complete a Personnel Action Form (PAF) and any other supporting employment documents (e.g. PRN Job Expectations Form signed by the employee). The supervisor will sign the PAF. The employee will sign the PAF in the final stage with the HR Department.
7. The current supervisor will submit all documents to the HR Department (HR Generalist or Administrative Assistant) for final processing.
8. In the absence of the HR Department (both the HR Generalist and Administrative Assistant), please submit documents to the Associate Executive Director or designee. Upon return of the HR Department staff, the Associate Executive Director or designee will submit the documents to the HR Department (HR Generalist or Administrative Assistant) for final processing.
9. The HR Department will then meet with the employee for final processing of the Request for Transfer. (Discuss any benefits changes, salary information, obtain signature on PAF, etc.)