Chapter Pers 15

TRANSFER

Pers 15.01 Definition
Pers 15.02 Lateral movement while on probationary periods
Pers 15.03 Approval by director
Pers 15.04 Kinds of transfer; status and rights
Pers 15.05 Salary on transfer

Pers 15.01 Definition. A transfer is the movement of an employe with permanent status from one position to another position in the same salary schedule range.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 15.02 Lateral movement while on probationary periods. See Wis. Adm. Code section Pers 13.06.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 15.03 Approval by director. All transfers into or within a department except reassignments to different positions in the same class in the same employing unit require prior approval by the director.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 15.04 Kinds of transfer; status and rights. (1) TRANSFER BETWEEN DEPARTMENTS. An employe who transfers between departments may be required to serve a probationary period at the discretion of the appointing officer. If during this period his services are found to be unsatisfactory he may be separated at the discretion of the appointing officer without the right of appeal. See subsection 16.22 (3), Wis. Stats., for provisions relating to reinstatement eligibility of an employe so dismissed.

(2) TRANSFER BETWEEN DIFFERENT EMPLOYING UNITS OF THE SAME DEPARTMENT. An employe who transfers between different employing units of the same department may be required to serve a probationary period at the discretion of the appointing officer.

(a) If the appointing officer does not require a probationary period the employe retains permanent status previously acquired.

(b) If a probationary period is required, the appointing officer may restore the employe to his previous position or similar position and salary at any time during this period. Any other removal, suspension without pay, or discharge during the probationary period shall be subject to subsection 16.24 (1), Wis. Stats.

(3) TRANSFER WITHIN THE SAME EMPLOYING UNIT. An employe who transfers to a position in a different class within the same employing unit or an employe who transfers to a position in the same class (reassignment) shall not be required to serve a probationary period. In the latter case the transfer does not require approval of the director.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

Pers 15.05 Salary on transfer. When an employe transfers the rate paid may be any rate within the salary schedule range which is not greater than the last rate received in his former position. In any transfers where an employe is required to serve a probationary period, completion of such probationary period shall not make the employe eligible to receive a salary increase as provided in section 16.105 (2) (d) Wis. Stats., provided, however, that any employe upon completion of any probationary period shall be paid not less than the permanent status in class minimum.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64; emerg. rules am. eff. 2-22-66; am. Register, May, 1966, No. 125, eff. 6-1-66.