Chapter Pers 15

TRANSFER

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Pers 15.01 Definition. A transfer is the movement of an employe with permanent status in class from one position to a vacant position allocated to a class having the same pay rate or pay range maximum.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 15.02 Lateral movement while on probationary periods. See Wis. Adm. Code section Pers 13.07.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 15.03 Approval by director. A transfer may be made from one position to another only if specifically authorized by the director.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72.

Pers 15.04 Kinds of transfer; status and rights. (1) TRANSFER BETWEEN AGENCIES. An employe who transfers between agencies may be required to serve a probationary period at the discretion of the appointing authority. If during this period the employe's services are found to be unsatisfactory, he or she may be separated from the service at the discretion of the appointing authority without the right of appeal. See section 16.25 (2), Wis. Stats., for provisions relating to reinstatement eligibility of an employe so dismissed.

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

(a) If the appointing authority does not require a probationary period, the employe retains permanent status in class previously acquired if the transfer is to a position in the same class. If the transfer is to a position in a different class, and no probationary period is required, the employe shall be granted permanent status in class immediately.

(b) If a probationary period is required, the appointing authority, at any time during this period, may remove the employe from the position he or she transferred to. An employe so removed shall be restored to his or her previous position or similar position and former pay rate without a break in employment. Any other removal, suspension without pay, or discharge during the probationary period shall be subject to section 16.28 (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 different position in the same class shall not be required to serve a probationary period.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (3), Register, September, 1975, No. 237, eff. 10-1-75.

Pers 15.05 Pay on transfer. In schedules where appropriate, when an employe transfers the rate paid may be any rate within the pay range which is not greater than the last rate received in his or her former position. In any transfer where an employe is required to serve a probationary period, completion of such probationary period shall not make the employe eligible to receive a probationary pay increase as provided in Wis. Adm. Code section Pers 5.03 (1), 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, October, 1972, No. 202, eff. 11-1-72.