130 Transfers

A transfer is the assignment of an employee to a vacant position of the same or similar class as the employee's current job and that has the same salary range, similar qualifications, duties and responsibilities. A transferred employee retains employment status, continuous service, seniority and all accrued benefits.

Temporary assignments and detailing assignments are not considered transfers. Temporary, emergency, trainee and provisional employees cannot transfer or be transferred. Bargaining unit employees serving their original six-month probationary period do not have the right to transfer between positions. Any other probationary employee may transfer within Healthcare and Family Services or from one state department to another during the probationary period with the approval of both department directors.

Probationary employees transferred during their probationary period must still serve that portion of the probationary period that was not completed at the time of the transfer.

130.1 Employee Request for Transfer

A. AFSCME or INA Bargaining Unit Employees

If you want a transfer, you must file a written request.

Submit requests for transfer within the department to the Division of Personnel and Administrative Services. Approval of a request is subject to the provisions of the appropriate collective bargaining agreement. HFS 1846, Employee Transfer Request, is used to request this type of transfer. For AFSCME employees, the request is kept on file for two years unless a transfer is accepted. AFSCME employees may transfer once every 24 months. For Illinois Nurses Association employees, transfer requests are kept on file for one year. If an employee waives the right to transfer to a specific position, the employee must submit a new transfer request to remain on the transfer list.

Submit requests for transfer to another agency to that agency’s personnel office.

B. Non-bargaining Unit Employees

Transfer requests are filed with the administrator of the agency, location or unit to which the transfer is desired. This is done through the regular

application process. For a transfer to occur:

1. a job opening must exist in the agency, location or unit to which a job transfer is desired, and

2. the job opening may be posted, and

3. the non-bargaining unit employee must apply for the position, and

4. the non-bargaining unit employee must meet the job qualifications, and

5. the non-bargaining unit employee must go through the interview and selection process.

C. Hardship Transfers (AFSCME Bargaining Units Only)

You may apply directly to your local bargaining unit representative when asking for hardship transfers. A transfer to relieve hardship requires approval by all affected parties. This includes the employee, the bargaining unit representative and the agency involved. You can be transferred to a position of the same pay grade or a lower pay grade; you cannot be transferred to a position in a higher pay grade.

130.2 Geographical Transfers

A geographical transfer is generally considered a transfer across county lines. Some Cook County transfers are considered geographical. If you are geographically transferred, you must report for duty at the new location. If contesting the transfer, you may file a written appeal to the Civil Service Commission within 15 working days after the effective date of the transfer.

An employee who is geographically transferred at the direction of the department may be reimbursed for all reasonable transportation and moving expenses incurred in moving to the new location.

Transfer of function is a form of geographical transfer. When the duties of a job are transferred to another location, but basically remain the same, the incumbent employee may choose to relocate and keep the job.