

LATERAL TRANSFER

P-1 Type 088 Transfer

Requires Approvals by: PA DEPT CERT COMP

Note: See 662 Promotion P1 for Promotional Transfer, and 669 Demotion P1 for Demotional Transfer rules.

- “Transfer” means the movement of an employee from a position in a job class to a vacant position for which the employee qualifies in the same or different job class in the same pay grade. A transfer may include a change in duties, work location, days of work or hours of work. A transfer may be voluntary at the request of the employee, or involuntary at the discretion of the appointing authority.
- A BrassRing number is required for all contract and non-contract lateral transfers that occur after the first step in the hiring process. We need the BrassRing number to verify that recall has been cleared for the position.
- Inter-agency promotions and inter-agency demotions are also done on the 088 Transfer P-1. The rules for inter-agency promotions can be found on the 662 Promotion P-1 description, while rules for inter-agency demotions can be found on the 669 Demotion P-1 description.
- If the hire is from Judicial or Legislative Branch, you **must** enter remarks in the P1 stating where the employee is from, their employment dates, and whether or not there was a break in service. If there was a break in service, the employee would receive all new dates.

Administrative Rule 53.6(8)

53.6(8) Transfer. If an employee transfers under these rules to a different class, the employee shall be paid at the employee’s current pay rate, except as provided in subrules 53.6(1), 53.6(2) and 53.6(4).

Step Increase Date

If an employee transfers from a non-contract class to a contract-covered class, and the step increase date is in the past, and the employee is not at the max of the pay grade, the employee will receive the merit increase at the time of transfer, and the step increase date will be set to 52 weeks from the effective date of transfer.

If an employee transfers from a non-contract class to a contract-covered class, and the step increase date is in the future, or the employee is at the max of the pay grade, the step increase date will remain the same.

If an employee transfers from one contract-covered class to another, the step increase date will remain the same.

If an employee transfers from a non-contract class to another non-contract class, the step increase will remain the same.