



"Creating an excellent college experience"

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224

Section:
Human Resources

Subject:

Interoperation Employee Transfers

Policies & Procedures

This policy clarifies the responsibilities of employees and managers when an employee wants to transfer to another operation. It is imperative that appropriate communication occurs throughout the process. The primary responsibility falls on the employee to clearly communicate what they wish to do.

Policy

New Manager Responsibilities:

- The manager who is approached by the current employee must immediately, contact the current DS manager/employer and inform them of the employee's desire to transfer positions.
- If the manager of the operation wishes to actively recruit an employee, they must discuss it with the employee's current manager **before** talking to the employee.
- If the employee has already been hired but has not disclosed their current employment, the hiring manager must contact the employee's current manager **before** completing the EPAF.
- Managers will not further pursue the transfer of the employee if a transfer will negatively impact the operation from which the employee would be transferring from.
- The hiring manager must disclose to the employee any change in pay that might occur as a result of switching operations prior to hiring the employee.
- If the manager does not follow these steps it may negatively impact the employee's future within Dining Services.

Employee Responsibilities:

- The employee wishing to transfer must inform the manager of the current operation of their desire to leave prior to interviewing for the position in another operation.
- The employee must inform the manager of the operation they wish to work in of their current employment status prior to interviewing for the position.
- If an employee wishes to transfer to another department but is uncomfortable discussing it with their current manager they must contact the Assistant Director or the Executive Director.

Current Manager Responsibilities:

- The managers of both operations share the responsibility to discuss the situation and to determine if and when the transfer should occur.
- The current manager should disclose any concerns that might exist about the employee's ability to work in the new operation.
- The current manager will approve the transfer, regardless of personal feelings, if the transfer is best for the employee and Dining Services as a whole.

Executive Director or Assistant Director Responsibilities

- If the managers can't agree on employee status, the Assistant Director or the Executive Director will determine which operation the employee should work in based on what is best for the employee and Dining Services as a whole.
- The Directors will help find a new operation for any employee who comes to them with a request to transfer out of their current operation if they feel it is necessary.

Sharing an employee:

- If operations chose to share an employee, the managers must have a written agreement (email) of which days/times as well as the number of hours the employee is working in each operation. Any need to deviate from this agreement must be discussed with the other manager before making the change.
- It is the responsibility of the employee to document in When to Work what their availability is for each operation based on their schedule in the other operation.