

TRANSFER OF STATE EMPLOYEES

The director of administration is authorized to transfer any employee the executive branch that is not covered by a collective bargaining unit whenever the best interests of the state would be served thereby. Any such employee may be transferred to a comparable position upon the approval of the director of the department administration and the personnel administrator.

In the case of an intra-agency transfer, the purpose of such transfer is to improve both a receiving agency's operation and the sending agency's operation in managing the state's human resources. It is anticipated that state operations will be improved by utilizing the skills and expertise of a transferred employee for specific operation(s) and or project(s).

A "comparable position" is defined as a job assignment with duties and responsibilities and/or knowledge, skills, and abilities which are reasonably similar to the general nature of work in the employee's current position and/or those contained in prior positions held by the employee. Considerations may include current employment, prior employment/work experience and education/training.

An employee transferred pursuant to RIGL 36-4-34.1 (1996) entitled "Transfer of State Employees" shall be subject to the following:

- **shall be under the supervision of the appointing authority of the receiving agency during the period assigned in the case of an inter-agency transfer**
- **shall retain his/her civil service status, rate of pay, benefits and all rights and privileges pursuant to Rhode Island General Laws**
- **may be transferred initially for a period of up to one (1) year's duration and may be further extended with the approval of the personnel administrator**
- **may retain his/her class of position or may be placed on an authorized leave from his/her class of position for the term of transfer subject to the approval of the appointing authority(s) involved and the director of administration**

An appointing authority that initiates a request for an employee transfer may be obligated to provide funding for the term of the transfer.