

# Admin and Library Transfer Procedure

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Version 1.0



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## 1. Aim of Procedure

A transfer or lateral move is open to permanent administration and library staff or staff who hold a contract of indefinite duration in their substantive post from grades III to VII (or equivalent and inclusive). Staff can apply to be placed on a transfer list for a transfer to another post at the same substantive grade as they currently hold. Applications must be made by completing the Transfer Application form (See Appendix A) and returning it to the Recruitment Officer in the Human Resource (HR) Office in your campus. Staff must indicate if they want to be considered for part-time or fulltime work.

## 2. Eligibility

Staff must have successfully completed their probationary period and have completed at least one year of service, inclusive of the probationary period. Staff are required to have the relevant qualifications.

If a staff member is working on a part- time basis and wishes to transfer into a full time role but wishes to remain working on a part-time basis, it is at the discretion of the manager of the department or function whether they will accept the part- time application for consideration.

## 3. Transfer Process

In the event of a vacancy arising between Grade III-VII South East Technological University (SETU) will refer to the transfer panel in the first instance. The only exception to this will be if the post available falls under point f.

The only exception allowed to this rule will be if the manager can demonstrate that there are compelling reasons to refuse a transfer and these reasons are outlined fully to the member of staff in writing. Where specific skills are required, additional training must be afforded to help the staff member obtain the skills required of the new role where possible.

- a. Applications for transfer will not be considered from staff members who were appointed to their current post within the previous 12 months.
- b. Transfers will be considered based on the date of receipt of completed transfer application form to the Recruitment Officer i.e. the staff member who is on the top of the list.
- c. If a staff member is working on a part- time basis and wishes to transfer into a full time role but wishes to remain working on a part-time basis, it is at the discretion of the manager of the department or function whether they will accept the part- time application for consideration.
- d. When a vacancy arises, the HR office will contact the next person on the transfer list at the appropriate grade and ask if they are interested in the post. The person

will be asked to forward an updated CV within three working days. The particulars of the role, job description, duties and terms and conditions will be provided prior to any transfer agreement being reached.

- e. Staff at grade 4 level or higher will be subject to an internal interview with the manager of the section and another person external to that section (as far as practicable the two managers will be one of each gender).
- f. An exception to the arrangement above (e) (is as per the revised circular letter 0007/2017 [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0007\\_2017.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0007_2017.pdf) which sets out the eligibility for recruitment for administrative staff and will affect the transfer of staff. With regard to specialist posts in Grades V-VII, some posts may require an essential academic qualification and/or relevant experience.
- g. Such staff may be refused a transfer provided it can be demonstrated that there are reasonable grounds which are made available in writing to the staff member within 3 days of the internal interview.
- h. Staff must be released no later than 6 weeks after confirmation of acceptance of transfer.
- i. Staff members who decline two offers of transfer will not be considered for another transfer until the expiration of twelve months from the date of last refusal. In this case, after the twelve months have expired staff members must complete a new application as outlined in section 1.
- j. The only exceptions to this are; if the post has a requirement for unsocial hours or is in another campus or if the post is in the Department in which the applicant works, in this case the staff member may refuse and hold their ranking. In addition, positions may arise that are less than 12 months (e.g. sick leave, maternity leave) and can be offered to a person on a transfer list. However, if the person refuses such a short term offer they can hold their ranking . If the person accepts it is deemed a transfer.
- k. If a staff member has been successful in a transfer, one cannot seek to be considered for another transfer for 12 months after the start date of the transfer role.
- l. If a staff member is permanent/CID and their role no longer exists or if a staff member is returning from an extended leave of absence (e.g. career break) the staff member has preference over the person at the top of the transfer list.
- m. Applicants whose request is refused will have access to an appeals process as detailed below.
- n. In the event of there not being any eligible staff on the transfer list, the vacancy will be advertised in accordance with SETU's recruitment policy and procedures. No applications for transfer to a specific role will be considered after the post has been advertised by confined competition or externally.
- o. Staff members who are offered a transfer must accept or decline the offer within three working days of the offer or it will be assumed that the offer is declined.

#### 4. Appeals Process

- a. An applicant may lodge an appeal if they are not satisfied with the outcome of their transfer request process. (See Appendix B for the Appeals Form)

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- b. They must submit the Appeals form with details for the basis of the appeal to the HR Manager for a review of the decision. This must be completed within 1 week of the date of the original decision.
- c. The HR Manager will then pass it on to an Appeals officer chosen by the HR Manager who must be of an equivalent grade or higher than that of the initial decision maker.
- d. Following a review of the relevant documentation, the Appeals officer will issue a letter to the HR Manager and the applicant within 1 week of the lodgement of the appeal.
- e. The decision of the Appeals officer is final and binding.
- f. This procedure does not affect the established Recruitment & Selection policy for staff in SETU.
- g. SETU reserves the right to transfer staff when it considers it appropriate to do so.
- h. The operation of this procedure will be reviewed as required.

Admin and Library SETU Lateral transfer procedure

1. Appendix A - Transfer Form for Administrative and Library Staff

Name of Applicant:

Staff ID:

Email Address:

Current Position & Grade:

Are you CID / Permanent at the above grade?

If No, what is your substantive grade?

Are you currently working full-time or part-time?

Are you interested in a transfer to a full-time or part-time role?

Which campus are you interested in?

Have you completed one year's service?

Have you completed your probationary period?

Signed:

Date:

FOR HR OFFICE USE ONLY:

The new Transfer role & Grade:

Date:

## 2. Appendix B - Appeals Form

Name of Applicant: Staff ID:

Email Address:

Current Position & Grade:

Please attach Curriculum Vitae and or recent application form:

Signed:

Date

I am appealing an unsuccessful transfer on the following grounds:

HR must acknowledge the receipt of this transfer application within 1 week of receipt of the form

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For HR Office use only

Reviewer Name:

Original Interviewers Name:

Decision of Appeal:

Date: