



Civil Service Rules define transfer as a “change of an employee from a position in one department to a position in another department without change in probational or permanent status and without a break in service of one or more working days”. Executing a transfer in the LaGov HCM or any other HRIS system is not to be confused with the use of the term **transfer** for Civil Service appointment and transaction purposes.

LaGov HCM requires the use of a ‘TRANSFER’ action whenever there is no break in service or days when an employee moves from one personnel area to another personnel area. This could be the move of an employee from a student appointment to a classified WAE appointment. In accordance with the Civil Service definition, this transaction per Civil Service Rules would not be considered a transfer in accordance with Chapter 23; but it would be a TRANSFER action in LaGov HCM. Agencies must be very mindful and careful when like terms are used but they have different meanings and purposes.

#### **Rule 23.8 – TRANSFER OF INDIVIDUAL EMPLOYEES**

- **Permanent Employee**
  - Lateral Transfer (same maximum rate of pay)
    - Posting is not required unless the position participates in Dual Career Ladder (DCL).
    - Testing is not required unless when moving from a sub-professional to professional level job.
    - The employee must meet the MQ requirements.
  - Transfer & Promotion
    - Posting is required except when the employee is being promoted based upon noncompetitive reemployment eligibility or other posting exemptions under Civil Service [Rule 22.9\(b\)](#).
    - Testing is required if the employee is not covered by an exemption such as promoting from a job in the same test series and the employee has occupied that job for at least six months. If the employee is being promoted based on non-competitive reemployment eligibility, testing is **only** required if the employee is being promoted to a professional job and reemployment eligibility was based upon occupying a nonprofessional job.
    - The employee must meet the minimum qualification requirements.
  - Transfer & Demotion
    - Posting is not required unless the position participates in DCL.
    - Testing is not required unless the employee held a nonprofessional job and is being demoted to a professional level job.
    - The employee must meet the minimum qualification requirements.
- **Temporary or Probationary Employee**
  - Posting is required