

Procedure



INTERNAL TRANSFER SUPPORT STAFF



South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

REQUEST FOR AN INTERNAL TRANSFER– SUPPORT STAFF

INTRODUCTION

1. This procedure offers guidance to all line managers and employees who wish to apply for an internal transfer and the process for making and considering an application.

DOCUMENTATION

2. Employees wishing to apply for an internal transfer should send a memorandum to the Human Resources Directorate (HR) stating: -
 - a. Their current grade, post title and function.
 - b. The grade, post title and function that they wish to transfer to.
 - c. The reason(s) why they wish to apply for a transfer.
 - d. Information on why they think they meet the criteria for the post.
3. Where the person specification asks for specific qualifications the employee must attach a copy of their certificates.
4. If the post has differing responsibilities to the applicant's current post, i.e. physical, mental element, then the applicant may be required to attend a medical with the Occupational Health Unit to ensure that they are fit for appointment or if reasonable adjustments can / may be made.

CONSIDERATION

5. All memorandums received will be considered by the Human Resources Directorate to ensure that the member of staff is eligible to make a request. An acknowledgment will be sent within 7 days of receipt of the application. The memorandum will be placed on file and held within the Human Resources Directorate.
6. When a vacancy occurs checks will be made to ascertain if there are any requests for a transfer to the vacant post held on file.
7. The Human Resources Directorate will ensure any requests relating to the vacant post currently meet the essential criteria.
8. Where it is apparent that they do not meet the criteria, (this may be due to the person specification being altered to meet the current needs of the post) from the information submitted on the original memorandum, the employee will be issued with the new person specification (where applicable) and asked to resubmit their request.
9. If an employee meets the essential criteria the Human Resources Directorate will contact the line manager of the vacant post, informing them that a request to transfer to their function has been submitted.

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10. A meeting will be arranged with the member of staff, the line manager of the vacant post and a member of the Human Resources Directorate. The meeting should discuss:-
 - a. details about the post.
 - b. changes in terms and conditions, e.g. hours.
11. If all parties agree to the transfer, then a suitable date will be agreed between the line managers of the sections involved. The Human Resources Directorate should be informed of the transfer date. Please note that where line managers are not in agreement it must be justified on business reasons. The Human Resources Directorate will then decide on a suitable transfer date.
12. The Human Resources Directorate will write to the member of staff to:
 - a. Outline the reason(s) why they are not eligible to apply for an internal transferor
 - b. Confirm their transfer date and any changes to their terms and conditions of employment.

***If you require any further guidance on this Procedure please contact the
Human Resources Function***