

# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Transfer or Reassignment of Classified Service Employees	<b>Number:</b> 580.26 Amended
<b>Date:</b> June 29, 2010	<b>By Direction of:</b>  Jeffrey T. Wallace, Executive Director, State Civil Service Commission
<b>Contact Agency:</b> State Civil Service Commission, Bureau of Technical and Information Services, Telephone 717-787-5855	

**This directive establishes policy, responsibilities, and procedures for transferring or reassigning classified service employees. Marginal dots are excluded due to major changes.**

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for transfer or reassignment of classified service employees.
- 2. SCOPE.** Applies to all state agencies, which are identified in *Civil Service Act, 71 P.S. § 741.3(d)*, and to state agencies and political subdivisions of the commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in *Civil Service Act, 71 P.S. § 741.212*.
- 3. OBJECTIVE.** To ensure agencies transfer or reassign classified service employees in accordance with the *Civil Service Act* and *Rules of the Civil Service Commission* using the appropriate documentation and to ensure transferred or reassigned employees are given their appropriate classified service status.
- 4. DEFINITIONS.**
  - a. Commonwealth Promotion List.** A list of persons who are employees, both classified and unclassified, of state agencies and derived from open-competitive examinations.
  - b. Employment List.** A list of persons who have been found qualified by an entrance examination for appointment to a position in a particular class.

- c. **Probationary Period.** A preliminary period of employment for the purpose of determining the fitness of an employee for regular status. While in this preliminary period, the employee is assigned probationary status.
- d. **Qualifying Examination.** Examination taken and passed by an incumbent employee whose position has been placed in the classified service by proper authority and with the approval of the SCSC, in order to continue in the position.
- e. **Reassignment.** The movement of an employee from one position to another position, in the same class or in a similar class for which the employee qualifies, at the same maximum salary.
- f. **Reemployment List.** A list of persons who have been found qualified by review of their civil service application and either were furloughed from positions not covered by collective bargaining or could not be returned from leave of absence due to the lack of a vacant position.
- g. **Regular Status.** Standing achieved by a classified service employee who has successfully completed a probationary period.
- h. **Trainee.** A qualified person appointed or promoted to a class identified as a training level class.
- i. **Transfer.** The movement of an employee from one appointing authority to a different appointing authority.

## 5. POLICY.

### a. Transfer.

- (1) Employees holding regular or probationary status may be transferred provided no preferred or furlough reemployment lists exist for the class being filled.
- (2) Transfers of regular or probationary status employees may be disapproved by the Director, SCSC, when written consent of the employee and both appointing authorities are not obtained in accordance with paragraph 7.a. of this directive; or when the employee has a disqualification which would bar that person from qualifying for the position sought.
- (3) Regular status employees who transfer from one position to another position in the same class, or are reassigned to a different class, or are demoted to a lower level class shall retain regular status. **Exception:** If the position for which transfer is sought is a trainee class, the employee will be assigned probationary status in accordance with *Management Directive 535.5, Use of Trainee Classes in the Classified Service*.

- (4) Probationary status employees who transfer from one position to another position in the same class, or are reassigned to a different class, or are demoted to a lower level class shall continue to serve the remainder of the probationary period unless the appointing authority having jurisdiction over the position, with the knowledge and consent of the prospective transferee, requires a full probationary period in the position as a condition of the transfer. **Exceptions:**
- (a) If the position for which transfer is sought is a trainee class, the employee will be assigned probationary status in accordance with *Management Directive 535.5, Use of Trainee Classes in the Classified Service*.
  - (b) If the movement represents a demotion and the probationary status employee previously held regular status in the pay level to which demoted or to a pay level higher than the class to which demoted, the employee shall be assigned regular status.
- (5) Regular or probationary status employees who are transferred and simultaneously promoted shall serve a full probationary period in accordance with *Management Directive 580.8, Classified Service Probationary Periods*.

**b. Reassignment.**

- (1) Regular or probationary status employees may be reassigned in the same class within the same appointing authority without consideration of preferred or furlough reemployment lists.
- (2) Regular or probationary status employees may be reassigned to a different class when:
  - (a) No preferred or furlough reemployment lists exist and are required to be used for the different class; and
  - (b) The employee meets all the established requirements for the different class.
- (3) Regular status employees reassigned from one position to another position in the same class or to a different class for which the employee qualifies at the same maximum salary, shall retain regular status. **Exception:** If the position for which transfer is sought is a trainee class, the employee will be assigned probationary status in accordance with *Management Directive 535.5, Use of Trainee Classes in the Classified Service*.
- (4) Probationary status employees reassigned to another position in the same or similar class will be credited with time served in the previous position toward the probationary period in the new position.

- (5) Probationary status employees reassigned to a different class for which the employee qualifies at the same maximum salary, shall continue to serve the remainder of their probationary period, unless the agency properly extends the probationary period in accordance with *Management Directive 580.8, Classified Service Probationary Periods*. **Exception:** If the position for which transfer is sought is a trainee class, the employee will be assigned probationary status in accordance with *Management Directive 535.5, Use of Trainee Classes in the Classified Service*.
- c. Movement of regular or probationary status employees between state agencies and local government agencies must be accomplished by transfer and simultaneous promotion, demotion, or reassignment in accordance with this directive.
- d. No person shall be transferred or reassigned from a position in the unclassified service to a position in the classified service unless appointed from an employment list, a commonwealth promotion list, or qualifying examination.
- e. **References.** *Civil Service Act, 71 P.S. § 741.705; 4 Pa. Code §§ 97.34, 99.21 through 99.27, 99.32, and 99.34; Management Directive 535.5, Use of Trainee Classes in the Classified Service; Management Directive 580.8, Classified Service Probationary Periods; Management Directive 580.11, Documentation of Classified Service Personnel Actions; and Manual 580.1, Certification of Eligibles for the Classified Service.*

## 6. RESPONSIBILITIES.

### a. **Appointing Authorities** shall:

- (1) Determine, if necessary, if a preferred or furlough reemployment list exists and is required to be used for the class being filled prior to transferring or reassigning a regular or probationary status employee.
- (2) Ensure employees considered for transfer or reassignment hold regular or probationary status.
- (3) Use the appropriate form when affecting a transfer.
- (4) Ensure employees who are transferred or reassigned are placed in regular or probationary status in accordance with this directive.
- (5) Provide written notification to employees transferred or reassigned as required by *Management Directive 580.11, Documentation of Classified Service Personnel Actions*.

### b. **The State Civil Service Commission** shall:

- (1) Review transfer and reassignment actions submitted to ensure compliance with the *Civil Service Act* and other relevant guidelines.

- (2) Approve and issue the appropriate certification of eligible listing for those requests that are in compliance with the *Civil Service Act* and other relevant guidelines.
- (3) Return documentation without approval to the appointing authority for those requests that are not in compliance with the *Civil Service Act* and other relevant guidelines.

## 7. PROCEDURES.

- a. A transfer shall be initiated by the appointing authority having jurisdiction over the position to which the transfer is sought.
  - (1) State agencies shall initiate transfer by use of Form STD-320, Personnel Transfer/Movement Request. This form must be signed by the employee, gaining appointing authority, and losing appointing authority for all transfers, regardless of whether the movement is effected with or without examination.
  - (2) Local government agencies shall initiate transfer by use of Form SCSC-09001, Local Government Employee Transfer Request Form. This form must be signed by the employee, gaining appointing authority, and losing appointing authority for all transfers, regardless of whether the movement is effected with or without examination.
- b. Form SCSC-90, Request for Certification will be required to be submitted to the SCSC by the gaining appointing authority, if any of the following occur:
  - (1) An employee is transferred and simultaneously promoted without examination;
  - (2) An employee is reassigned to a class in which the employee has never held status and for which the employee is not on a civil service employment or promotion list; or
  - (3) An employee is demoted to a class in which the employee has never held status either in the same class or at a higher level within the class series, or for which the employee is not on a civil service employment or promotion list;

Submit Form SCSC-90, Request for Certification, in accordance with *Manual 580.1, Certification of Eligibles for the Classified Service*, to:

State Civil Service Commission  
Eligible List Maintenance Section  
3<sup>rd</sup> Floor, Strawberry Square Complex  
320 Market Street  
FAX: 717/783-0419  
Or, for U.S. Postal Service deliveries:  
P.O. Box 569  
Harrisburg, PA 17108-0569  
Or, by email: [ra-cs-elmscsc90@pa.gov](mailto:ra-cs-elmscsc90@pa.gov)

- c. If a regular or probationary status employee is active on a civil service employment list for the class being filled, agencies may use blanket certification number 99027 to transact the reassignment. Blanket certification number 99027 may also be used to reassign a regular or probationary status employee to a class previously held, provided the employee still meets the qualifications for the class.
- d. Forms STD-320, Personnel Transfer/Movement Request; SCSC-09001, Local Government Employee Transfer Request; and SCSC-90, Request for Certification, can be obtained by visiting the SCSC's Web site at [www.scsc.pa.gov](http://www.scsc.pa.gov) and logging on the human resource professional Web site. Appointing authorities are encouraged to replenish stock by use of their own reproduction facilities. Forms may also be obtained from the:

State Civil Service Commission  
Reproduction and Distribution Unit  
Basement, Strawberry Square Complex  
320 Market Street  
Telephone: 717-787-5632  
Or, for U.S. Postal Service deliveries:  
P.O. Box 569  
Harrisburg, PA 17108-0569

**Enclosure 1 – Form STD-320. Personnel Transfer/Movement Request**  
**Enclosure 2 – Form SCSC-09001. Local Government Employee Transfer Request**

**This directive replaces, in its entirety, *Management Directive 580.26*, dated February 28, 1990.**

**PERSONNEL TRANSFER/MOVEMENT REQUEST**

**INSTRUCTIONS:** Print or type (except signatures). See Management Directive 515.2 for detailed procedures. Additional documentation requirements for civil service employees are shown in Management Directive 580.11. Be guided also by the provisions of Management Directives 580.23, 580.26 and 580.30, as pertinent.

<b>PART 1 – COMPLETED BY EMPLOYEE</b> (Retain a copy and send remainder to Gaining Supervisor)		
EMPLOYEE NAME (LAST FIRST MIDDLE INITIAL)	DATE OF REQUEST	EMPLOYEE NUMBER
EMPLOYEE SIGNATURE	STATUS (FOR CIVIL SERVICE EMPLOYEES)	

I HEREBY REQUEST  
 TRANSFER/MOVEMENT

FROM →	LOSING AGENCY/FACILITY	CLASS TITLE
TO	GAINING AGENCY/FACILITY	CLASS TITLE

- (CHECK IF APPLICABLE)
- |  |  |
|--|--|
| <input type="checkbox"/> I WISH TO GO ON LEAVE FROM MY CIVIL SERVICE POSITION (CIVIL SERVICE TO NON-CIVIL SERVICE) | <input type="checkbox"/> I AGREE TO A VOLUNTARY DEMOTION |
| <input type="checkbox"/> I WISH TO RESIGN MY CIVIL SERVICE POSITION (CIVIL SERVICE TO NON-CIVIL SERVICE)           | <input type="checkbox"/> WITHOUT A REDUCTION IN PAY      |
|  | <input type="checkbox"/> WITH A REDUCTION IN PAY         |

<b>PART 2 – COMPLETED BY GAINING AGENCY/FACILITY PERSONNEL OFFICE</b> (Retain a copy and send remainder to Losing Agency Personnel Office)	
TO: (LOSING AGENCY/FACILITY)	FROM: (GAINING AGENCY/FACILITY)

THE ABOVE EMPLOYEE HAS REQUESTED  
 A TRANSFER/MOVEMENT

LOSING AGENCY/FACILITY	CLASS TITLE
GAINING AGENCY/FACILITY	CLASS TITLE
DATE: Start of Business	
NAME	TELEPHONE NUMBER
SIGNATURE (AGENCY HEAD/DESIGNEE)	DATE SIGNED

<b>PART 3 – COMPLETED BY LOSING AGENCY/FACILITY PERSONNEL OFFICE</b> (Retain a copy and send remainder to Gaining Agency Personnel Office)	
TO: (GAINING AGENCY/FACILITY)	FROM: (LOSING AGENCY/FACILITY)

TRANSFER/MOVEMENT OF THIS  
 EMPLOYEE APPROVED EFFECTIVE

DATE:	
DATE:	
NAME	TELEPHONE NUMBER
DATE:	
SIGNATURE (AGENCY HEAD/DESIGNEE)	DATE SIGNED

<b>PART 4 – COMPLETED BY LOSING AGENCY/FACILITY PERSONNEL OFFICE AND EMPLOYEE</b>	
TO: (GAINING AGENCY/FACILITY)	FROM: (LOSING AGENCY/FACILITY)

EMPLOYEE HAS WITHDRAWN REQUEST FOR TRANSFER/MOVEMENT		
EMPLOYEE SIGNATURE	PERSONNEL OFFICER SIGNATURE	DATE SIGNED

COPY DISTRIBUTION			
GAINING AGENCY (APPROVED)	LOSING AGENCY (APPROVED)	EMPLOYEE (APPROVED)	SCSC (APPROVED)
GAINING AGENCY (PENDING)	EMPLOYEE (PENDING)		

## LOCAL GOVERNMENT EMPLOYEE TRANSFER REQUEST

**INSTRUCTIONS:** Print or type (except signature). This form is to be used for Local Government Agencies only (for example, County Children & Youth, Mental Health/Mental Retardation, Area Agencies on Aging, Emergency Management Agencies, County Drug & Alcohol and Housing Authorities). This form should be initiated by the gaining agency.

EMPLOYEE NAME (LAST-FIRST-MIDDLE INITIAL)	DATE OF REQUEST	EMPLOYEE'S CURRENT CIVIL SERVICE CLASSIFICATION
EMPLOYEE SIGNATURE	CIVIL SERVICE STATUS	
	PROBATIONARY <input type="checkbox"/>	
	REGULAR <input type="checkbox"/>	

LOSING AGENCY	CLASS TITLE	REQUESTED EFFECTIVE DATE OF TRANSFER OUT	DIRECT QUESTIONS TO: NAME
SIGNATURE (AGENCY HEAD/DESIGNEE)			TELEPHONE #
			EMAIL
GAINING AGENCY	CLASS TITLE	REQUESTED EFFECTIVE DATE OF TRANSFER TO	DIRECT QUESTIONS TO: NAME
SIGNATURE (AGENCY HEAD/DESIGNEE)			TELEPHONE #
			EMAIL

**Please ensure that a completed copy of this form is provided to the following:**

- 1. Employee**
- 2. Gaining Agency**
- 3. Losing Agency**
- 4. Funding Agency**