Employee Transfer (Intra-University Employment)

Summary/Purpose: This is the procedure to follow when an employee desires to transfer to another department.

In the event an employee desires to transfer to another department, the following procedures will be followed:

1. Applicants must be referred by the University Employment Office.

2. Employees are encouraged to consult with their present supervisor about their interest in transferring.

3. Intra-university applicants must meet the requirements of the position for which they wish to be considered. Therefore, some University employees will be required to visit The University of Mississippi Employment Office and pass the required test before being referred for position vacancies.

4. Employees who transfer during their probationary period must serve at least three months in a probationary period in the new position.

5. Both department heads of the transferred employee must sign the paperwork dealing with the transfer.

6. Anyone hired into a permanent support staff or professional/administrative staff position will be required to complete six months of employment before being allowed to apply for other jobs on campus.

The transfer from one department to another within the University has no effect on the leave privileges or the potential retirement benefits.