

## **SECTION 3**

### **RECRUITMENT AND STAFFING**

#### **3.03 TRANSFERS**

<b>AUTHORITY:</b>	CIVIL SERVICE ACT THE COLLECTIVE AGREEMENT BETWEEN THE PROVINCE OF PRINCE EDWARD ISLAND AND THE UNION OF PUBLIC SECTOR EMPLOYEES
<b>ADMINISTRATION:</b>	PEI PUBLIC SERVICE COMMISSION GOVERNMENT DEPARTMENTS AND AGENCIES

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## **1. PURPOSE**

1.01 To provide information on the policy and procedures regarding employee transfers.

## **2. APPLICATION**

2.01 This policy applies to all employees in the classified division of the P.E.I. Civil Service and to all casual and temporary employees with more than three (3) years continuous service.

## **3. PRINCIPLES**

3.01 A transfer can be “employer initiated” or “employee initiated”

3.02 A transfer shall not result in an increase in pay for an employee.

3.03 A transfer can be Intra-Departmental or Inter-Departmental.

3.04 A transfer is considered a permanent move.

## **4. DEFINITION**

4.01 Transfer means to transfer an employee to a position for which the maximum rate of pay does not exceed the maximum rate of pay for the position from which the employee is transferred.

4.02 “Employee” means a temporary or casual employee with more than three (3) years continuous service or a classified employee.

## **5. POLICY**

5.01 Intra-Departmental Transfer:

(a) An employer may transfer an employee from one position to another within the same department or agency, pursuant to CSA (1).

5.02 Inter-Departmental Transfer

(a) The Public Service Commission may transfer an employee from a position in a department or agency to another department or

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agency with the approval of the employing authority of the department or agency to which the transfer is made.

- 5.03 If an employee wishes to initiate a transfer pursuant to Article 28 of the UPSE Civil Collective Agreement, the employee should discuss options with his/her Human Resources Manager in consultation with the Labour Relations Division of the Public Service Commission.
- 5.04 Expenses associated with employer initiated transfers are outlined in Schedule "F" of the UPSE Civil Collective Agreement - "Reimbursement of Employer Initiated Transfers".
- 5.05 No employee shall be involuntarily transferred to a position with a lower maximum salary except as a result of disciplinary action, the application of the lay-off provisions of Article 36 or for health reasons pursuant to Article 39.