



Approved by: Juan Williams, Commissioner	Policy Number: 12-016 (Rev. 04/2021)
Signature: 	Supersedes: 12-016 (Rev. 8/13), 12-140
Application: Executive Branch Agencies, Human Resource Officers	Effective Date: June 1, 2014
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-312	Rule: Chapter 1120-02

Transfers and Effective Dates

An appointing authority may at any time assign an employee from one position to another position in the same job classification or rank within the same department. Upon making such assignment, departments should utilize the appropriate Electronic Personnel Action Form (ePAF) through Edison.

An employee may be transferred from a position in one agency to a position in the same job classification in another agency based upon the recommendation of the appointing authorities of both agencies and advanced approval of the Commissioner of the Department of Human Resources (DOHR).

The Commissioner shall have authority to approve a request from an appointing authority to transfer for any reason deemed to be for the good of the service, provided that such transfers shall not be reviewable by the Board of Appeals or the courts, except as provided by Tenn. Code Ann. § 8-30-318.

Involuntary transfers of more than fifty (50) miles must be approved in advance by the Commissioner. An employee who voluntarily transfers more than fifty (50) miles shall complete a transfer request, which may be obtained from agency human resources staff. The transfer request must be approved by DOHR.

Effective Date for Employee Transfers between Agencies

Employees seeking to transfer to another state agency must be allowed to transfer within a reasonable period of time, which should be no more than thirty (30) calendar days. If extenuating circumstances arise, such as high priority projects involving an employee who is scheduled to transfer, the human resources officers in the affected agencies must negotiate a transfer date that is acceptable to the employee and the new agency. If a reasonable transfer date cannot be negotiated at that level, the appointing authorities from the affected agencies should agree upon a mutually acceptable transfer date. Typically, the effective date for a transfer should take place on a Sunday. An employee should not be permanently denied the opportunity to transfer to another agency.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).