INDIANA UNIVERSITY

Policies for Police Service Staff Employees
Represented by AFSCME Police Local 683 at Bloomington, IUPUI, Northwest, South Bend, and Southeast

Transfers

Effective: February 1, 2013
Last Updated: July 1, 2014

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope

This policy applies to all Police Service Staff employees at Bloomington, IUPUI, Northwest, South Bend, and Southeast.

B. Policy Statement

1. It is the policy of the University to support the efforts of earnest and self-motivated Police Service employees to advance in employment by acquiring and/or improving those skills that would qualify them for higher-level positions in the Professional functional classification.

2. Employees interested in promotion or transfer must keep their employment skills inventories up-to-date with the campus Human Resources office.

3. As one university-wide department, successful upward mobility for employees within the IU Police Department may be accomplished through a promotion within the campus or by transfer and promotion to another campus. Consequently, managers and supervisors are expected to consider employees for promotion on their own campus and to allow them opportunities to seek transfers to other campuses. An atmosphere conducive to exploring promotion or transfer must be maintained.

C. Procedures

1. The University Director of Public Safety office will send an email notification of Police Service Staff position vacancies to current Police Service Staff employees. If a Police Service Staff employee is
interested in transferring departments, the employee should contact the campus department where the vacancy exists.

2. Transfer selections should be made by examining all factors necessary to determine the best qualifications and capabilities to fill the position. These factors shall include, but not be limited to the following which are not listed in rank order:
   a. Experience
   b. Past performance
   c. Job-related educational background
   d. Ability and qualifications to perform the essential functions of the position with or without reasonable accommodation
   e. Attendance record over the last twelve (12) months (not including extended periods of sick leave of two weeks or more due to serious illness or injury or approved leaves of absence)

3. When qualifications and capabilities are found relatively equal, employees should then be ranked in order of occupational unit seniority date (in the occupational unit of promotion) first and University seniority date second.

4. *An employee must work on a job for twelve (12) months before requesting a promotion or transfer,* unless otherwise mutually agreed to by management, employee, and the union, and except for openings occurring in jobs of a unique nature requiring unusual skills and abilities.

5. At Bloomington and South Bend, when seniority is not followed in promoting an employee within a functional classification, departments must be prepared to show that the qualifications of the employee selected are significantly greater. The employee or an AFSCME Police Local 683 representative on behalf of the employee is entitled upon request to reasons in writing for not following seniority in the selection process.

6. An employee should not be given a transfer commitment until the employee's present campus Police Department Chief/director has been informed. A start date should be discussed; a two week notice is required. A notice period of less than or more than two weeks must be agreeable to the employee, the employee’s current Chief of Police/director, and the employee’s new Chief of Police/director. Transfers are to be coordinated through the campus human resources office.

7. Additional policy information
   a. For promotions or transfers, the HRMS documentation is to be initiated by the new department.
   b. Each supervisor must determine what is "reasonable" time away from the job for interviews and activities related to seeking a promotion or transfer, keeping in mind the university’s favorable attitude toward promotion and transfer. If a supervisor believes that the employee’s absences are excessive, then he or she can require the employee to make up the time or charge excessive absences to accumulated time off benefits.
   c. The salary for lateral transfers will be consistent with the salary schedule for the Police department on
d. When it is contemplated that an employee is going to be transferred to a lesser classification, the campus Human Resource office must be contacted. A review of the employee's salary history and a salary determination will be made by the campus Human Resource office. The reason for the action, such as a reclassification, RIF, employee initiated application for a job, or demotion as part of corrective action, will be a factor. See the Position Classification policy provisions for moving to a lower classified position.

e. A Police Service employee who is promoted to a position in the Professional functional classification and who then returns to a Police Service position will have their original Police Service occupational unit seniority time reinstated.

f. An employee's time-off benefits will be transferred between departments and campuses, except that accrued compensatory time off is to be paid or granted by the employee's current department before the promotion or transfer occurs.

g. Upon transfer to a Police Service Staff position on another campus, the employee will be expected to successfully complete that campus’s Field Training Program.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy

hr.iu.edu/policies/police/transfers.html