

*Regulations of Connecticut State Agencies*

TITLE 5. State Employees

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*Agency*

**Department of Administrative Services**

*Subject*

**Transfers**

*Inclusive Sections*

**§§ 5-239-1—5-239-2**

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**Transfers**

**Sec. 5-239-1. Transfers. Transfer registry**

Transfers may be made as follows:

**(a) Within an agency.**

(1) Permanent and temporary transfers within an agency may be made with the approval of the Commissioner of Administrative Services either by the appointing authority for the good of the service or by request of the employee with the approval of the appointing authority.

(2) Permanent transfer of any employee from one organizational unit to another in the same agency may be made if the position to which transfer is made shall be in the same or in a lower salary range and shall have requirements as to knowledge, skill, ability, experience and training substantially the same as the occupied position.

(3) Temporary transfer of an employee to a position in the same or in a comparable class within an agency for a period not to exceed six months at any one time may be made in order to effect economy or utilize service to meet emergency conditions and not warranting the hiring of new employees or obtaining employees from other state agencies.

(4) Permanent and temporary transfers within an agency shall be reported by the appointing authority to the Commissioner of Administrative Services at the time they are effected and in the manner prescribed by him.

**(b) To another agency.** Subject to the requirement that no permanent transfer of an employee shall be made until any employee laid-off from the same classification and eligible for re-hire and qualified for the position involved has been offered re-employment;

(1) Permanent transfer of an employee from one agency to another may be made provided the position to which transfer is made shall be in the same or in a lower salary range and shall have requirements as to knowledge, skill, ability, experience, and training substantially the same as the occupied position.

(2) The transfer request may be made by either appointing authority to the Commissioner of Administrative Services in the interest of better utilization of services, in order to avoid the necessity of layoff due to lack of funds or lack of work. Such transfer must have the approval of both appointing authorities and of the Commissioner of Administrative Services.

(3) The transfer request may be made by the employee for his personal advantage provided the appointing authority of the agency in which he is employed notifies the Commissioner of Administrative Services that the request meets with the appointing authority's approval.

(4) Temporary transfer of employees from one agency to another for a period not to exceed six months may be made under the following conditions:

(5) The appointing authority anticipating the need of additional help to meet emergency or seasonal conditions not warranting the hiring of new employees shall notify the Commissioner of Administrative Services, preferably not less than 15 days in advance, of the number of employees needed in each classification, and the probable duration of the need for their services.

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(6) The Commissioner of Administrative Services shall requisition on an equitable basis sufficient employees from each appointing authority employing persons in the desired classifications and shall furnish the names of available employees to the agency concerned. Any appointing authority unable to comply with the Commissioner of Administrative Services requisition shall furnish a written explanation of his inability to do so.

(7) A temporary transferee from one agency to another shall be considered for all purposes as an employee of the agency from which he was loaned except for the purpose of immediate supervision.

(Effective January 18, 1984)

**Sec. 5-239-2. Transfer registry**

(a) Permanent transfer of an employee from one agency to another at the request of the employee must meet the conditions stated above and in addition may be made only if the following conditions have been met:

(1) The employee as a first step has notified his appointing authority of his desire to transfer and has received approval required by subsection (b) (3) of Section 5-239-1.

(2) The Commissioner of Administrative Services has caused the name of the employee requesting the transfer to be placed on the transfer registry maintained in his office and has referred the name from this registry to those agencies, acceptable to the employee, which have suitable vacancies.

(3) The employee thus referred has been selected for appointment by transfer by another appointing authority.

(4) The transfer has the approval of both appointing authorities and of the Commissioner of Administrative Services.

(b) A transfer registry shall be maintained by the Commissioner of Administrative Services for employees desiring permanent transfers from one agency to another, with an employee's name remaining on the registry for not longer than two years from the time he has indicated his desire for transfer.

(c) No new working test period shall be required of an employee permanently transferred who has satisfactorily completed the prescribed working test period in his former position. If the employee in his former position had only partially completed the working test period, the balance of the working test shall be completed in the agency of the new appointing authority.

(d) Any employee transferred shall carry over all unused sick leave, personal leave, earned lieu time and vacation accruals to his credit, and the time spent in his former position shall be counted towards the completion of his time requirements for purpose of the annual salary increase.

(e) **Rate of pay.** An employee transferred to a position in the same salary group shall continue to receive when transferred his existing rate of pay.

(f) When an employee is transferred to a classification with a lower salary range in order to avoid the necessity of layoff, his rate of pay in the lower classification shall be at the

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closest rate in the lower salary range, but not more than the rate he is receiving at time of transfer.

(g) When an employee at his own request accepts a transfer to a position in a lower salary range, he shall be paid at that lower rate of pay which he would have arrived at had he been serving in the lower instead of in the higher position.

(h) No employee shall refuse to accept a temporary or permanent transfer except for reasons satisfactory to the Commissioner of Administrative Services except as permitted in Sec. 5-241 (b) of the Connecticut General Statutes, Revision of 1958, as revised.

(Effective January 18, 1984)