**Section 420.380 Employee Transfers**

a) Transfers: A transfer is the assignment of an employee to a vacant position in the same class to which most recently appointed or to a position involving similar qualifications, duties, responsibilities and salary range. Transfers shall not be made without prior approval of the Director of Personnel.

b) Geographical Transfer: Geographical transfer is the transfer of an employee from one geographical location in the State to another for the performance of duties other than temporary assignments or details for the convenience of the employer. Geographical transfers shall be made only with the approval of the Director of Personnel. An employee who refuses to accept a geographical transfer must report for duty at the new location but may make written appeal of the transfer to the Merit Commission within 15 days after the effective date of the transfer. An employee shall be reimbursed for all reasonable transportation and moving expenses incurred in moving to a new location because of permanent geographical transfer unless the transfer was applied for by the employee. Reasonable transportation and moving expenses shall be the lowest of 3 bids, unless the lowest bidder is not responsible or available. Notice of an approved management directed geographical transfer shall be served on the employee by the operating department in person or by certified mail, return receipt requested, at the employee's last address appearing in the official personnel file.

c) Merit System Transfer: An employee of the State of Illinois who holds certified or probationary status in a merit system other than the Secretary of State Merit Employment Code, including employees under jurisdiction of the Personnel Code, the State Universities Civil Service Act, the State Treasurer Employment Code or the Comptroller Merit Employment Code, may be transferred to a position that is subject to Jurisdiction B of the Merit Employment Code. The Director of Personnel will verify that the positions are comparable by comparing the qualifications, duties, responsibilities and salary range of the current position to those of the new position prior to approval. The transferred employee shall retain the same status and shall be given credit for continuous service for uninterrupted service under the other merit systems.

d) Rights of Transferred Employees: A transferred employee shall retain status, continuous service and all accrued benefits.

e) Transfer of Duties: When the duties of a position are relocated by transfer or by abolition and reestablishment and when the duties are substantially the same, the incumbent employee may elect to relocate and retain the duties of the position.

f) Limitation on Transfers: Temporary, emergency, exempt, trainee and provisional employees shall not be transferred.

(Source: Amended at 35 Ill. Reg. 4278, effective March 1, 2011)