POLICY STATEMENT

Cornell University supports an environment that values the pursuit of career mobility and encourages staff members who express an interest, and have the abilities, to pursue appropriate vacancies to foster their career development. Toward that end, the university supports a staff member’s efforts to transfer from one position to another.

REASON FOR POLICY

Transfers are an important means of assuring the best possible match of university jobs to individual skills, of developing and expanding individual skills and experience, and of achieving university goals of equal employment opportunity and promotion from within.

ENTITIES AFFECTED BY THIS POLICY

- All units of the university (excluding the Weill Cornell Medical College)

WHO SHOULD READ THIS POLICY

- Unit administrators
- Unit heads
- Unit Human Resource representatives
- Regular nonacademic, non-bargaining unit staff members
- Supervisors

WEB ADDRESS FOR THIS POLICY

www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/stafftransfer.cfm
Policy 6.10.9
Staff Transfer (Excluding Academic and Bargaining Unit Staff)

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CONTACTS

Direct general questions about University Policy 6.10.9, Staff Transfer (Excluding Academic and Bargaining Unit Staff), to your unit administrative office. If you have questions about specific issues, call the following offices:

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<th>Contact</th>
<th>Telephone</th>
<th>Email/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification, Exceptions, and Interpretation</td>
<td>Unit Human Resource Representative, Office of Human Resources, Recruitment and Employment Center</td>
<td>(607) 254-8370</td>
<td><a href="http://www.hr.cornell.edu/about/hr_leaders.html">www.hr.cornell.edu/about/hr_leaders.html</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:employment_svcs@cornell.edu">employment_svcs@cornell.edu</a></td>
<td></td>
</tr>
<tr>
<td>Career Services Consultations</td>
<td>Office of Human Resources, Career Development Services</td>
<td>(607) 254-6400</td>
<td></td>
</tr>
<tr>
<td>Transfers from the Contract Colleges to Endowed Ithaca, or Vice Versa</td>
<td>Office of Human Resources, Benefit Services</td>
<td>(607) 255-3936</td>
<td><a href="http://www.hr.cornell.edu/benefits/">www.hr.cornell.edu/benefits/</a></td>
</tr>
<tr>
<td>Transfers from the Medical College to Endowed Ithaca or Contract Colleges</td>
<td>Office of Human Resources, Recruitment and Employment Center</td>
<td>(607) 254-8370</td>
<td><a href="mailto:employment_svcs@cornell.edu">employment_svcs@cornell.edu</a></td>
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DEFINITIONS

These definitions apply to these terms as they are used in this policy.

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<tr>
<td>Transfer</td>
<td>Movement of a regular staff member from one regular position to another without a break in service.</td>
</tr>
<tr>
<td>Unit</td>
<td>A department, college, school, program, division, research center, business service center, or other entity that is responsible for an individual’s employment.</td>
</tr>
<tr>
<td>Unit Human Resources Representative</td>
<td>The primary human resource administrator at the unit level.</td>
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RESPONSIBILITIES

The major responsibilities each party has in connection with University Policy 6.10.9, Staff Transfer (Excluding Academic and Bargaining Unit Staff), are as follows:

<table>
<thead>
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<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hiring Supervisor</strong></td>
<td>Carefully plan and execute a hiring strategy that takes into account the selection procedures and guidelines stated in this policy.</td>
</tr>
<tr>
<td></td>
<td>Seek the guidance and advice of the unit human resource representative, the affirmative action unit representative and/or the Recruitment and Employment Center before and during the recruitment and hiring process in accordance with this policy.</td>
</tr>
<tr>
<td><strong>Recruitment and Employment Center (REC)</strong></td>
<td>Provide advice and guidance to unit administrators, as requested, regarding internal movement, Equal Employment Opportunity issues, affirmative action requirements, search strategy, and selection process in accordance with this policy.</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>Allow for staff growth by encouraging internal mobility.</td>
</tr>
<tr>
<td><strong>Unit Head</strong></td>
<td>Communicate policy provisions to staff members within the unit.</td>
</tr>
<tr>
<td><strong>Unit Human Resources Representative</strong></td>
<td>Provide guidance and collaborative assistance to hiring supervisor regarding search strategies, internal movement, Equal Employment Opportunity issues and Affirmative Action requirements before and during the recruitment and hiring process.</td>
</tr>
<tr>
<td></td>
<td>Work with the affirmative action unit representative to ensure policy compliance.</td>
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OVERVIEW AND PROCEDURES

Purpose
College/unit heads and supervisors are expected to create and foster an environment that supports and rewards the pursuit of career mobility and to encourage staff members who express an interest, and have the abilities, to pursue appropriate vacancies to foster their career development. Discussion between an employee and his or her present supervisor regarding career development is encouraged, prior to an employee pursuing another opportunity. The knowledge of a staff member’s pursuit of a transfer should not in any way negatively affect his or her current standing, treatment, or other conditions of the present position.

Eligibility
Career moves need to be carefully planned, as future career moves will depend upon successful performance and demonstrated success in creating a solid and stable work history. University employees who have completed six months of service in their current positions may apply and be considered for openings at the university. Because frequent movement may negatively impact overall career success, employees are encouraged to spend more time (one-two years) in a position before seeking a transfer.

In special circumstances, and with the support of the current supervisor and/or current unit human resources representative or designee, an employee may seek a transfer prior to completing six months of service in his or her current position. The justification for an exception must be documented by the current unit and retained in the unit file for one year.

Transfer Procedure
Available positions are posted on the Jobs at Cornell website. Employees may find opportunities within their own units or elsewhere at the university. For each position for which a staff member wishes to apply, the staff member must do so as instructed in the job advertisement (for example, using the online application process). Career opportunities may also be discussed in confidence with any of the following individuals:

- Your current supervisor
- The current unit human resources representative or designee
- A consultant in Career Development Services
- A consultant in the Recruitment and Employment Center

Release Time for Interviews on Campus
In support of Cornell’s staff transfer policy and in keeping with business needs, reasonable time off is granted for on-campus job interviews. A staff
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OVERVIEW AND PROCEDURES, CONTINUED

A member may also be granted such release time to discuss career opportunities in confidence with his or her unit human resources representative or designee and/or consultant in Career Development Services and/or the Recruitment and Employment Center. This discussion may include issues of personal and professional development, impact of career changes on family or personal life, and individual job search counseling.

Requests for release time will be approved on an individual basis by the staff member's supervisor. Release time should be entered in the time collection system as "paid leave." If staff members do not wish to request paid release time, they may request health and personal leave, vacation, or leave without pay.

Reference Checks

Satisfactory reference checks are a condition of employment. The individual in charge of the search is responsible for verification of the applicant's background and credentials. Prior to making an offer, University Policy 6.6.1, Filling Vacancies (Excluding Academic and Bargaining Unit Staff) requires hiring supervisors to contact at least two of the applicant's references, one of which should be the current supervisor, if possible. In keeping with unit practices, the unit human resources representative is available for advice or assistance if necessary.

◆ Note: Because Cornell is one employer, hiring managers are authorized to contact previous or current supervisors as references, even though they may not be specifically listed by an applicant. To that end, a staff member is encouraged to notify his or her supervisor that he or she is seeking a transfer as early in the process as possible, ideally before formally interviewing.

Notification

A non-exempt staff member who transfers to another position is expected to provide written notification to his or her supervisor at least ten working days prior to the start date of the new position. An exempt staff member who transfers to another position is expected to provide written notification at least one month prior to the start date of the new position.

In the event that there are institutional considerations or significant penalties to the organization losing a given employee, the losing and gaining organizations should work together to ensure that institutional objectives are met without penalizing the successful candidate. The Office of Human Resources, Organizational Development Services can facilitate these discussions. Employees who are pursuing or have accepted new positions are expected to continue to fulfill the requirements of their current positions.
OVERVIEW AND PROCEDURES, CONTINUED

Transfers from the Weill Cornell Medical College

When an employee transfers from the Weill Cornell Medical College to endowed Ithaca or contract colleges of Cornell University, certain provisions apply. For more information regarding the handling of these situations, contact the Recruitment and Employment Center, at (607) 255-8370, or employment_svcscornell.edu
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