**Section 250.100 Reassignments and Transfers**

a) Reassignment within a Place of Employment

1) An employer may reassign an employee during his/her probationary period to any position of the same class within a place of employment, subject to conditions imposed by the recognition of lesser units. An employee so reassigned shall be required to complete his/her probationary period in the class.

2) An employer may reassign a status employee to another position of the same class within a place of employment, but the employee shall not be required to serve any additional probationary time in the class. Reassignment shall be without prejudice to seniority in the class or in the promotional line of which that class is a part, subject to conditions imposed by recognition of lesser units.

3) All reassignments shall take precedence over any existing registers.

b) Temporary Downgrading and Upgrading

1) Temporary Downgrading. If it is necessary to assign a status employee, on a temporary employment basis to a temporary or permanent position which is classified at a lower level, the employee's salary, at the time immediately prior to such assignment, will be maintained.

2) Temporary Upgrading. If a status employee is assigned, on a temporary employment basis, to a temporary or permanent position of higher rate or range, the employee is entitled during the period of upgrading to receive the higher rate or a salary within the higher range provided that no employee shall suffer any reduction in salary because of the assignment.

3) The temporary upgrading and downgrading assignments must not be for more than 30 consecutive work days duration.

4) An employer makes temporary downgrading assignments by assigning a status employee who meets the minimum qualifications of the class to which assignment is being made. An employer makes temporary upgrading assignments by assigning status employees from active registers for the class so long as those registers exist. When a need for temporary upgrading assignments occurs in classes that utilize work shifts, the register requirement applies only to those status employees on the appropriate shift. Acceptance of, or refusal to accept, a temporary assignment by an employee shall in no way affect the employee's position on the register, regardless of the number of acceptances or refusals.

5) In the absence of a register, an employer may assign only those status employees who meet the minimum qualifications for the class to which assignment is being made.

6) When a temporary assignment has been made, seniority shall continue to be accrued in the class in which the employee has a status appointment.

c) Transfer to Another Place of Employment

1) An employer, with the approval of the employee involved, may transfer a status employee from one place of employment to a position of the same class in another place of employment within the same institution or agency, provided there are no names on the reemployment register for that class in the place of employment to which the employee is being transferred. The employee is not required to serve a second probationary period in the new place of employment.

2) A status employee may request that his/her name be transferred to any other place of employment within the System and be placed on the original entry register at that place of employment in the class in which he/she has a status appointment. Upon acceptance of the request by the appropriate employer, his/her name shall be placed on the original entry register in accordance with his/her total service in the class as of date of the request for transfer. If this employee accepts a status appointment at the place of employment to which his/her name was transferred, he/she is not required to serve a second probationary period.

3) An employee whose name has been certified from the register and who has not completed the probationary period may have the examination score for the class in which he/she is employed transferred, at the employee's request, to another place of employment within the System. That employee's name shall be placed on the original entry register for that class by score at the place of employment. He/she must serve a full probationary period at the new place of employment.

4) When a function of an institution or agency covered by the System is transferred to another institution or agency covered by the System, employees previously certified within the System who are affected by the transfer shall transfer the same accrued seniority or service as determined by their original date of certification.

d) Transfer of a State Employee under the Personnel Code [20 ILCS 415] to Employment under the System

1) The procedures for effecting the transfer of a State employee from a position under the Personnel Code to a comparable position under the University System shall be the same as those that apply to the transfer of an employee within the System from one place of employment to another, as stated in subsections (c)(1) and (2).

2) The term, "status", as used in Section 36q of the Act, third paragraph, shall refer to:

A) the employee's status under the Personnel Code as a probationary or a status employee;

B) his/her eligibility to accrue credits for vacation, sick leave, and personal leave benefits, as determined by years of consecutive service to the employer from which he/she is transferring; and

C) his/her eligibility for a specific pay rate where the pay rate of an employee is determined by years of service.

3) Seniority earned by a State employee under the Personnel Code is not transferable.

4) When a State agency becomes subject to the Act, previously certified employees under the regular classified Personnel Code affected by the transfer shall transfer the same accrued seniority as determined by their original date of certification.

e) Appointment of Law Enforcement through Lateral Transfers

1) An employer may, but is not required to, create a transfer list of applicants who have been employed as sworn police officers within the past 24 months, and these applicants have requested that their names be added to the transfer list. Such a transfer list shall be subject to the provisions of this subsection (e).

2) Such a transfer list may be used by an employer when filling a vacant Police Officer position. The transfer list is separate from an original entry register. The transfer list may be used in lieu of the original entry register, subject to provisions of the Act and by this Part and the procedures.

3) To be eligible for appointment under this subsection (e):

A) the applicant must have:

i) successfully completed at least 2 years of employment as a full-time sworn and certified law enforcement officer; and

ii) either possess certification from the Illinois Law Enforcement Training and Standards Board (ILETSB) and satisfy the requirements established by the Illinois Law Enforcement Training and Standards Board, or, be eligible to be certified by ILETSB;

iii) the applicant must not have been suspended for disciplinary reasons by the current or most recent employer;

B) for an employer identifying in its police department:

i) fewer than 10 allotted sworn police officer positions, no more than 4 positions at any place of employment may be filled and occupied under this subsection (e) in any given 24-month period;

ii) between 11 and 15 allotted sworn police officer positions, no more than 5 positions at any place of employment may be filled and occupied under this subsection (e) in any given 24-month period;

iii) between 16 and 20 allotted sworn police officer positions, no more than 6 positions at any place of employment may be filled and occupied under this subsection (e) in any given 24-month period;

iv) between 21 and 30 allotted sworn police officer positions, no more than 7 positions at any place of employment may be filled and occupied under this subsection (e) in any given 24-month period;

v) between 31 and 60 allotted sworn police officer positions, no more than 8 positions at any place of employment may be filled and occupied under this subsection (e) in any given 24-month period;

vi) between 61 and 79 allotted sworn police officer positions, no more than 9 positions at any place of employment may be filled and occupied under this subsection (e) in any given 24-month period;

vii) between 80 and 100 allotted sworn police officer positions, no more than 11 positions at any place of employment may be filled and occupied under this subsection (e) in any given 24-month period; and

C) the applicant must pass a background investigation which may include features such as fingerprinting, police records checks, credit checks, and inquiries of neighbors, relatives, and employers.

D) the applicant must successfully complete a screening such as a polygraph, psychological evaluation, medical examination, and drug screen as required by the hiring department.

4) Any applicant hired pursuant to this subsection (e) must serve a probationary period of 12 months.

(Source: Amended at 47 Ill. Reg. 6574, effective April 30, 2023)