**Section 302.431 Geographical Transfer (Agency Directed) Procedures**

A proposed geographical transfer is subject to the approval of the Director before becoming effective and shall include the following information for the organizational unit from which the geographical transfer is proposed.

a) a statement of reason(s) for transfer;

b) a list of all employees in the affected unit showing title, status and total continuous service;

c) a list of those employees to be transferred;

d) performance records for all employees in classes affected by the transfer;

e) an explanation of any transfer not in order of least continuous service for affected classes; and

f) an explanation of the organizational unit selected, reflecting agency, facility, geographical, operational and other elements being considered relevant by the agency head.

(Source: Amended at 3 Ill. Reg. 22, p. 78, effective June 1, 1979)