**Section 500.270 Employee Transfer**

a) Transfer: A transfer is the assignment of an employee to a vacant position whose classification has the same maximum permissible salary or rate.

b) Intra-Agency Transfer: An employee may be transferred to a position in the same class to which appointed or to a position involving similar qualifications, duties, responsibilities, and salary range, in another department, section, or other unit within the office. No such transfer shall be made without the approval of the Director.

c) Inter-Agency Transfer: An employee may be transferred to a position in the same class, or to a position involving similar qualifications, duties, responsibilities, and salary range in another agency or jurisdiction, with the approval of both agencies, the Directors, and with the consent of the employee.

d) 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. An employee who refuses to accept a geographical transfer must report for duty at the new locations but may make written appeal of such 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 such transfer was applied for by the employee.

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

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

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