

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL/OEEO**

STANDARD OPERATING PROCEDURE

VII. TRANSFER FOR THE GOOD OF THE SERVICE

A. Purpose

This SOP provides guidelines and required procedures for departments requesting transfer of a position for the "good of the service." Transfers for the good of the service must be motivated by a valid business reason and are not normally an appropriate disciplinary tool. A transfer will be appropriate if the transfer enables a manager to deliver services to the public in a more efficient or effective manner. Alternatives to transfer should be considered before forcing an employee to relocate, resign, or accept a layoff.

B. Scope

This SOP pertains to all positions within the classified service.

C. Authority

Article 18, Section 7(1), of the General Government Unit (GGU) Agreement; Article 18, Section 10(D), of the Supervisory Unit (SU) Agreement; and 2 AAC 07.210(b) provide that any transfer effected for the good of the service without the consent of the employee must be approved by the director of the Division of Personnel.

The above provision applies not only to the transfer of an employee between positions, but when an employee's position is transferred to a different geographic location.

D. Procedure

1. The department personnel officer is responsible for requesting approval from the director of the Division of Personnel for the transfer of a position for the good of the service.
2. Transfer of a position for the good of the service to a different geographic location is requested by a memorandum in the format shown by Addendum A.
3. A memorandum of justification must be attached and must include the employee's classification title, PCN, current organizational unit, and the organizational unit and location to which the employee or position is to be transferred and a narrative showing that alternatives to transfer are not available or that improvements in service or efficiency would result from the transfer.
4. If the position is to be transferred to another geographic location, action to vacate the position before it is transferred may be taken. This may involve the transfer of the employee to a different position in the same job class that will not require

**T
r
a
n
s
f
e
r

f
o
r

t
h
e

G
o
o
d

o
f

t
h
e

S
e
r
v
i
c
e**

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL/OEEO**

STANDARD OPERATING PROCEDURE

the employee to relocate (approval of the director of the Division of Personnel would still be required for such a transfer if the employee does not concur), a promotion, voluntary demotion, or a voluntary demotion in lieu of layoff. Each action will have a different effect on an employee and should be reviewed in light of the applicable labor agreement provisions. The differences should be explained to the employee.

5. If transfer for the good of the service is approved, the employee may elect to accept the transfer, resign, or be laid-off.
6. Transfer of an employee to another position in the same job class, in the same geographic location, without the consent of the employee is requested by memorandum as described in D(3) above.
7. If the request is approved, the original memorandum is returned to the personnel officer of the requesting department with approval noted, and a copy is forwarded to the Classification and Examining section, Division of Personnel, for update of the files. If denied, a memorandum is sent to the personnel officer explaining the reasons.
8. Files containing the documentation will be maintained within the Audit Unit, Division of Personnel.

**T
r
a
n
s
f
e
r

f
o
r

t
h
e

G
o
o
d

o
f

t
h
e

S
e
r
v
i
c
e**

ADDENDUM A

TO: Director
Division of Personnel

DATE:

FROM:

SUBJECT: Transfer of Position for the Good
of the Service

We are requesting the transfer of:

PCN (Six Digits)	Class Title	Location

TO:

Location	Location Code

The incumbent of this position is:

Name

Duties of the position will remain consistent with the position description and the classification of the position. Budgeted funds are available for this request and the appropriate approval has been obtained from the Office of Management and Budget.

This transfer is for the good of the service per attached memorandum.

Approval:

Signature of Certifying Officer

Director	Date

Effective Date