



**Policy on Voluntary Inter-Campus Classified Staff Transfer
Policy Statement**

In accordance with DHRM Policy 2.10, which allows exception to external posting and the external competitive process in the case of “employees that move to another position in the same pay band *within an agency*, not between agencies.”

The College welcomes the opportunity for eligible classified staff to request a transfer to another College location without an external recruitment when an eligible vacancy becomes available.

This procedure is to be implemented in accordance with VCCS HR Policy, the VCCS HR Delegated Authority Agreement, and applicable laws and/or regulations.

Definitions

A. *Classified Employees*: Classified employees are employees who occupy positions that are listed in the Commonwealth’s Compensation Plan, and who are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period.

B. *Current Direct Supervisor*: Direct Supervisor or supervisor to whom a classified staff member currently reports.

C. *Eligible Staff*: All classified staff are eligible for Voluntary Inter-Campus Transfer within the College provided that the staff classification, role code, title, pay band, status, certification and required knowledge, skills, and abilities are the same or comparable. The staff member must be in the same unit as the position vacancy. A staff member in their first year of probation is not eligible to apply unless both the hiring Direct Supervisor and the unit VP support the transfer in the best interest of the college.

D. *Eligible Vacancy*: Newly established positions with no comparable classification or role code on another campus are not eligible for transfer. Eligible vacancies are those in which the staff classification, meaning restricted or unrestricted, role code, title, pay band, status, KSAs, and certification or other requirements are the same or comparable at each campus. An eligible vacancy must be in the same unit. The vacancy must be a lateral, equal role. If a vacancy in the same role code and same campus has been previously announced within the last

90 days, it will be the president's discretion as to whether the vacancy will be eligible for this procedure.

E. *Hiring Direct Supervisor*: Direct Supervisor or supervisor recruiting for the eligible vacancy.

F. *Profile*: Application materials.

G. *Status*: The position of full or part time.

H. *Unit VP*: The Vice President to whom the Direct Supervisor of the hiring department would report.

I. *Wage Employees*: Wage employees are employees not covered by the Virginia Personnel Act (also referred to as hourly, P-14, or WE-14 employees). Wage employees are limited to working 29 hours per week on average and 1500 hours per year at any one or more VCCS college/System Office.

Procedure for Vacancy

1. The hiring Direct Supervisor will prepare the requisition and selection criteria, both required and preferred. The requisition will be submitted in the applicant tracking system, per College HR Guidelines and Procedures for Hiring.
2. Human Resources will determine if the approved requisition is an eligible vacancy for inter-campus voluntary transfer. If so, before the position is advertised externally, Human Resources will notify classified staff of the eligible vacancy via email utilizing appropriate distribution list(s). The email will include the required and preferred selection criteria for the position.
3. Eligible classified staff members who believe that they are qualified and would like to transfer to another campus will follow the instructions in the announcement email. Requests must be received in writing (email is acceptable) within two business days. A request for transfer does not equate to a job offer.
4. At the conclusion of the announcement period, Human Resources will create a profile in the requisition for any classified staff member who has requested consideration for the transfer.
5. If there is one candidate who has applied, the hiring Direct Supervisor will reach out to the eligible candidate to review credentials and any specific campus needs.
 - a. If the candidate and hiring Direct Supervisor are satisfied with the transfer, the request shall move forward.
6. If there is more than one eligible candidate, the hiring Direct Supervisor will work with an assigned search advocate to develop a rubric and interview questions for the internal candidate(s). Human Resources will be available to assist the hiring Direct Supervisor in best hiring practices.
 - a. The hiring Direct Supervisor and the search advocate will meet with all interested internal candidates for an interview.

- b. Upon selection, if the classified staff member and the hiring Direct Supervisor are satisfied with the transfer, the request shall move forward.
7. If the selected classified staff member chooses to compete for the position with other candidates externally instead of taking advantage of the option to transfer, they are permitted to do so.
8. The hiring Direct Supervisor may contact the candidate's current Direct Supervisor to discuss the candidate's transfer.
9. The consideration process for interested and eligible classified staff members should typically take no longer than two weeks from the close of the announcement request to the decision to hire, not including holidays and campus breaks.
10. The hiring Direct Supervisor will provide a recommendation to transfer along with documented reasoning to Human Resources within three business days of a decision. Documentation will take the form of a letter if there is one candidate or a completed rubric if there are multiple candidates.
 - a. Human Resources will create a transfer approval request through the applicant tracking system as is done for all other positions.
 - b. The approval will go to the hiring Direct Supervisor, the unit VP, and will conclude with the President.
11. Once the request for transfer is approved, the Human Resources Office will contact the classified staff member and officially extend the offer for transfer. Upon confirmation, Human Resources will notify the hiring Direct Supervisor and the unit VP of the confirmed transfer.
12. Internal candidates not selected will receive a personalized phone call from the hiring Direct Supervisor.
 - a. If there is one candidate, the candidate will receive a personalized phone call from the hiring Direct Supervisor within one business day of Human Resources receiving documentation on the decision not to recommend.
 - b. In the case of multiple candidates, the internal candidates not selected will receive a personalized phone call from the hiring Direct Supervisor within one business day after an offer from Human Resources has been extended and accepted.
 - c. Human Resources will send an official email to notify internal candidates not selected that the position has been filled.
13. The hiring Direct Supervisor will welcome the classified staff member to the campus and begin plans for transfer. The hiring Direct Supervisor will also send a communication to all LFCC faculty and staff to announce the confirmed transfer.
14. When a transfer request is approved, it may result in a need to fill the vacated position. If so, that vacancy should be reviewed for eligibility for the Voluntary Inter-Campus Transfer procedures.
15. If no internal candidate is chosen for the position, external recruitment using previously established selection criteria for the position will commence.
16. If no requests for a transfer are received in the allotted two business days, Lord

Fairfax Community College may then proceed to advertise the position externally.

Responsible Office: Human Resources

Institutional Responsibilities: Authority for interpretation of this policy rests with the hiring Direct Supervisor and the unit VP.

Other Information:

A classified staff Ad Hoc Committee including Jennifer Gyurisin (chair), Michelle Cribbs, Whitney Scruggs, and Jelise Ballon, developed the policy based on LFCC Policy No. 41000, Policy on Voluntary Inter-Campus Faculty Transfer.

- VCCS Policy 3.30 Recruitment and Selection
- VCCS Human Resources Delegated Authority Agreement
- LFCC HR Guidelines and Procedures for Talent Acquisition
- DHRM Policy 2.10 Hiring
- DHRM Policy Guide -Voluntary Transfer - Non-Competitive

Document History:

Approved: Kim Blosser, President, April 27, 2022