



# **INTERNAL TRANSFER POLICY**

**We will provide this policy on request at no cost, in large print, in Braille,  
on tape or in another non written format.**

# Internal Transfer Policy

## **PROTOCOL PURPOSE**

There will be times when, for various reasons, employees may request that they be considered for a transfer from one permanent post to another permanent post within the structure of Glasgow Housing Association Limited (GHA). This protocol provides advice and guidance to GHA managers and employees on how internal transfers will be managed.

### **1. PROTOCOL APPLICABILITY**

This policy applies in respect of all permanent GHA employees. Temporary employees will not be considered for geographical or functional internal transfer. Housing Operations Managers will not be considered for geographical internal transfer.

This protocol is designed to operate in conjunction with GHA's Equal Opportunities Policy, Recruitment and Selection Policy, the Policy on Occupational Health, the Disciplinary Policy, Grievance Policy, the Policy on the Employment of Disabled Persons and the Policy on Redeployment, Redundancy and Early Retirement Linked to Redundancy.

### **2. PROTOCOL PRINCIPLES**

In implementing this protocol, GHA aims to:-

- be open and transparent;
- be fair and equitable;
- ensure job security for permanent employees as far as is possible;
- transfer employees to comparable posts where possible;
- unless agreed with the employee or where the employee is subject to disciplinary action, ensure that no detriment to salary or terms and conditions occurs as a result of internal transfer (including contracted incremental progression);
- where appropriate, pay excess travel expenses where employees are required to change their location (up to a maximum period of four years);
- communicate fully with employees throughout the process.

### **3. COMMUNICATION**

GHA will communicate with potentially transferring employees throughout the internal transfer process. This communication will relate to the facts, the proposals on how the process will be managed and whether any consultation has taken place.

### **4. PROCESS**

This process is designed to support the internal transfer of employees from existing posts to other appropriate posts, ensuring minimal disruption to both service delivery and employees. The process is described in two parts - geographical internal transfer and functional internal transfer.

Employees may request that they be considered for geographical internal transfer, functional internal transfer, or both.

GHA officers and HR representatives will assess the skills, experience and circumstances of individual employees and posts in the organisation, and will adhere to guidelines and good practice.

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GHA will consider factors such as:-

- the type of work that employees are carrying out;
- whether other groups of employees are doing similar work;
- whether any of the jobs are interchangeable;
- whether there are any appropriate vacancies (posts which are eligible for recruitment and are not required for displaced/redeployed employees or welfare transfers).

### **5. GEOGRAPHICAL INTERNAL TRANSFER**

Where a permanent employee (with the exception of Housing Operations Managers) in GHA requests to be redeployed to the same post in a different location, GHA will arrange for his/her name and details to be placed on a list of employees wishing to be geographically transferred.

GHA will highlight vacant posts which could be considered for geographical internal transfer. Should any of these posts become vacant, appropriate employees on the list will be guaranteed an informal meeting to discuss the post. At the meeting, the manager may consider criteria such skills, experience, disciplinary record and performance in assessing whether the transfer request will be granted.

Issues linked to the above criteria will not automatically exclude a member of staff for consideration for geographical internal transfer. The manager will make a decision based on the available information and will consider the individual's personal circumstances.

Where a number of employees on the list are considered suitable for the post, appropriate selection criteria will be objectively chosen and objectively applied.

Criteria may include length of time the employee has been on the list and/or length of continuous service (followed by time on grade and in post). This will be used to help determine the individual identified as being most suitable for the post.

Where an employee is geographically transferred, there will be no detriment to basic salary or terms and conditions. The allocation of allowances may, however, differ depending on the requirements of the post and location.

In the case of two job sharers requesting to be geographically transferred together, length of service for both partners will be taken as the longer of the two employees; as job sharers are considered as one postholder. However, if two job sharers request to be geographically transferred separately, length of service will be based on individual service.

Where appropriate, account may be taken of prior arrangements linked to relocations due to welfare or disciplinary issues.

Once successful individuals have been identified for posts, a meeting will be arranged with a representative of Human Resources to discuss the prospective move, timescales and any other issues. Any employees who wish to bring a trade union representative are welcome to do so.

Posts may not be taken up immediately (subject to a maximum of 4 weeks), depending on the exigencies of the service overall. Individual agreements on timescales will be made with each employee and posts may be covered under temporary arrangements pending permanent affected employees being transferred.

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### 6. FUNCTIONAL INTERNAL TRANSFERS

Where a permanent employee in GHA requests to be functionally transferred to a different type of post on the same grade, for which he/she has the appropriate skills and experience, in the same or different location, GHA will arrange for his/her name and details to be placed on a list of employees wishing to be functionally transferred.

The employee will identify the types of posts in which he/she is interested and Human Resources will identify whether these are suitable for him/her to be considered for. The factors that will be considered include:-

- the type of work that an employee is carrying out;
- whether other groups of employees are doing similar work;
- whether there are any appropriate vacancies;
- the skills and experience of the employee.

Should any of these agreed posts become vacant, appropriate employees on the list will be guaranteed an interview for the post. Employees who have requested a functional transfer will be interviewed for the post without the requirement of it first being advertised. At the interview, the manager may consider criteria such as skills, experience, disciplinary record and performance.

Issues linked to the above criteria will not automatically exclude a member of staff for consideration for functional internal transfer. The manager will make a decision based on the available information.

Employees should be able to demonstrate that they have taken responsibility for their own development, that this is consistent with their Professional Development Plan and that this is applicable to the post into which they are requesting to be functional. Interviews will be conducted in line with GHA's Recruitment and Selection Policy. Where, after interview, a number of employees on the list are considered equally suitable for the post, appropriate selection criteria will be objectively chosen and objectively applied. Criteria may include length of time the employee has been on the list and/or length of continuous service (followed by time on grade and in post). This will be used to help determine the individual identified as being most suitable for the post.

Where, after interview, no employee on the list is considered suitable for the post, the post will be advertised in line with GHA's Policy on the Selection and Recruitment of Employees.

Where possible, an employee who is functionally transferred will not be subject to detriment with regard to basic salary or terms and conditions. The allocation of allowances may, however, differ, depending on the requirements of the post and location.

In the case of two job sharers requesting to be functionally transferred together, length of service for both partners will be taken as the longer of the two employees; as job sharers are considered as one postholder. However, if two job sharers request functional transfer separately, length of service will be based on individual service.

Where appropriate, account may be taken of prior arrangements linked to relocations due to welfare or disciplinary issues.

Once successful individuals have been identified for posts, a meeting will be arranged with a representative of Human Resources to discuss the prospective move, timescales and any other issues. Any employees who wish to bring a Trade Union representative are welcome to do so.

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Posts may not be taken up immediately (subject to a maximum of 4 weeks), depending on the exigencies of the service overall. Individual agreements on timescales will be made with each employee and posts may be covered under temporary arrangements pending permanent affected employees being redeployed.

Training and support will be provided for all functionally redeployed employees undertaking new duties. There will be a detailed Personal Development Plan agreed with the employee to ensure employees understand their development needs. Managers have a responsibility to record development opportunities and staff have a responsibility to drive their learning and development to fulfil the demands of the post.

### **7. DISABLED EMPLOYEES**

GHA reserves the right to consider the redeployment of employees for reasons linked to disability as a priority over those employees on redeployment waiting lists. GHA will comply fully with the Policy on the Employment of Disabled Persons.

### **8. WELFARE REDEPLOYMENT**

GHA reserves the right to consider the temporary or permanent redeployment of employees for welfare reasons as a priority over those employees on redeployment waiting lists. GHA will comply fully with the Policy on Occupational Health and the Dignity at Work Policy.

### **9. REDUNDANCY REDEPLOYMENT**

GHA reserves the right to consider the redeployment of employees for reasons linked to potential redundancy as a priority over those employees on redeployment waiting lists. GHA will comply fully with the Policy on Redeployment, Redundancy and Early Retirement Linked to Redundancy.

### **10. DISCIPLINARY REDEPLOYMENT**

GHA reserves the right to consider the redeployment of employees for disciplinary reasons as a priority over those employees on redeployment waiting lists. GHA will comply fully with the Disciplinary Policy, the Grievance Policy and the Dignity at Work Policy.

Where an employee is redeployed to a post through disciplinary action, he/she will be allocated to the first available appropriate post that is not required for redeployment linked to disability, welfare, or redundancy. The post will be identified by Human Resources and the employee will be communicated with as soon as the decision is made.

### **11. SUSPENSION OF RECRUITMENT/ BACKFILLING OF VACANCIES**

Where GHA is aware that potential reductions in staffing complements are likely, the organisation may suspend any internal transfers for appropriate posts at the grades identified. The relevant trade unions will be informed of any changes.

GHA will manage natural turnover (resignations/retirements etc.) to ensure that secure positions are maintained for permanent employees. Pending the filling of vacant posts with existing permanent employees, GHA may backfill these with temporary arrangements.

### **12. APPEALS**

Employees who have their request for internal transfer refused and who consider that an unfair decision has been made may appeal to the Assistant Director of Human Resources in writing, giving the grounds of the appeal. The appeal must be made within 10 working days of the employee being informed of relocation, redeployment or redundancy.

The Assistant Director of Human Resources will arrange for an appeals panel to consider the issue. A Trade Union representative may attend where requested.