

# CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

## Article 20 – Transfers

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### **SECTION 2001. TRANSFER LIST**

A transfer list for each civil service classification shall be kept separate from the eligibility register.

### **SECTION 2002. ESTABLISHMENT OF TRANSFER LIST**

Requests for transfer can be submitted for classifications that an employee has previously obtained Civil Service status in. All requests that meet this requirement will be accepted unless the employee has been demoted from the position previously in accordance with Article 27. Employees will remain on the transfer list for a period of one year from the date that they were placed on the list. At the conclusion of one year of placement on the transfer list, the employee must re-submit a request in order to stay on the transfer list.

### **SECTION 2003. MAINTENANCE OF TRANSFER LIST**

An employee must have completed his/her probationary period to be eligible for transfer from one department to another. This rule may be waived in exceptional cases by the Board when it is shown to be for the good of the City. Employees who are eligible for transfer from one department to another shall be placed on this list in alphabetical order. The employees on the transfer list shall be forwarded for interview when a vacancy occurs in another department before those on the promotion list, re-employment list, or eligibility register are forwarded; however, it is not mandatory for the Department Head of said department to accept them for transfer if for some reason the Department Head feels that they are unacceptable for transfer to the vacant position.