



TRANSFER ELIGIBILITY

SCOPE: All campuses served by Louisiana State University (LSU) Finance and Administration.

EFFECTIVE DATES:

These guidelines apply to all employees within these guidelines. Any changes to these guidelines must be approved by the Campus Human Resource

I. DEFINITIONS:

- A. **Employees** are current full or part time LSU employees, not to include student, transient, or WAE employees. This Procedure shall apply to employees at all locations.
- B. **Transfer** means changing positions for a lateral move, promotion, department change, or demotion. A change in job title, reporting structure, change in responsibilities, or any other change to the employee's current position is not considered a transfer.
- C. **Evaluation** means documented written performance review conducted within the performance evaluation system. This review must be conducted as a state employee at the

University.

Department means

III. EXCEPTIONS

A. The only exceptions include:

1. Eligibility requirements may be waived if the employee's current position is adversely affected by a reduction in force.
2. Service time may be waived if it is for a substantial promotion in title or salary as determined by Human Resource Management.
3. Service time may be waived if the transfer is within the same department.
4. Employees who have been in their position for at least 6 months may be considered for a transfer on a case by case basis depending on the circumstance and the needs of the department.

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APPENDIX A: Louisiana State Civil Service Rules

Rule 9.1- <https://www.civilservice.louisiana.gov/CSRules/Chapter9.aspx>.

Rule 6.5-- <https://www.civilservice.louisiana.gov/CSRules/Chapter6.aspx>.