
MANAGEMENT DIRECTIVE

515.2 Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Transfer of Employees From One Agency to Another

By Direction Of:


Thomas G. Paese, Secretary of Administration

Date:

June 16, 2000

This directive reestablishes policy and procedures for the transfer of an employee from one agency to another. This amendment contains minor changes.

1. **PURPOSE.** To reestablish policy and procedures for transferring employees from one agency to another.
2. **SCOPE.** Applies to all agencies under the Governor's jurisdiction and to independent agencies who use the services of the Integrated Personnel Payroll System (IPPS) and elect to participate in these procedures.
3. **OBJECTIVES.**
 - a. To facilitate the transfer of an employee from one agency to another.
 - b. To provide a transferring employee with continuity of compensation.
4. **POLICY.** The **termination** of employment and **subsequent rehiring** of a person by a different agency after a break in employment of **two weeks or less** is considered to be and is to be processed as a **transfer**. A transferred employee is not to be paid for unused annual leave.

5. RESPONSIBILITIES.

- a. **Each agency** is to ensure that transfers of employees are processed in accordance with this directive and *Management Directive 580.26, Transfer or Reassignment of Classified Service Employees*, when classified service employees are involved.
- b. **A gaining agency** planning to hire a person after a break in service of two weeks or less is to immediately contact the losing agency and initiate transfer procedures via Form STD-320, Personnel Transfer/Movement Request. Form STD-320 should be used for all instances of transfers from one agency to another agency. Form STD-320 can be obtained through *Manual M610.1, Commodity Distribution Center Catalog*.
- c. **A losing agency** that becomes aware of an employee's pending employment by another agency is to notify the gaining agency that the employee is currently employed by that agency. If termination procedures have been initiated by the losing agency, these procedures are to be canceled and transfer procedures are to be followed.

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6. PROCEDURES.

a. Requests for transfers from or to the Department of Public Welfare are to be sent to institutions, county assistance offices, or central personnel offices, as appropriate.

b. Requests for transfers from or to all other agencies will be processed by agency central personnel offices.

c. The following procedures for processing transfers apply to classified and nonclassified employees. Timely processing should occur throughout this procedure to ensure the continuity of employees' compensation.

Action By	Step	Action
Gaining Agency Supervisor.	1.	Interviews prospective employee. If employee is rejected, there is no action.
	2.	If employee is selected, obtains Form STD-320 from the agency personnel office and gives to employee.
Employee.	3.	Completes Part 1 of Form STD-320.
	4.	Retains copy 6 of Form STD-320 as a pending copy and returns copies 1-5 to the gaining agency supervisor.
Gaining Agency Supervisor.	5.	Forwards copies 1-5 to personnel office.
Gaining Agency Personnel Office.	6.	Verifies current employment status of employee being transferred to determine if employee is active, in a LWOP status, or pending termination.

Action By	Step	Action
Gaining Agency Personnel Office.	7.	Completes Part 2 of Form STD-320. The approximate effective date is when the gaining agency would like the losing agency to release the employee.
	8.	Retains copy 5 and forwards copies 1-4 to losing agency personnel office.
Losing Agency Personnel Office.	9.	Completes Part 3 of Form STD-320 setting the official effective date. The effective date of transfer out should be the last day of the losing agency's pay period.
	10.	Forwards completed copy 4 of Form STD-320 to employee as official notification that the transfer has been approved.
	11.	Retains copy 3 of Form STD-320 and forwards copies 1 and 2 to the gaining agency personnel office. Attaches an extra copy of copy 2 of Form STD-320 if an employee is transferring from classified service to nonclassified service or vice versa.
Gaining Agency Personnel Office.	12.	Processes an 003100 transaction with the appropriate 004XX0 transaction and special factor code to transfer employee. The effective date should be the day after the effective date shown in Part 3 of Form STD-320.
		NOTE: If employee is currently on LWOP in the losing agency, the gaining agency must process the appropriate 006XX0 transaction code to return the employee to active status after the transfer transaction.

Action By	Step	Action
Gaining Agency Personnel Office.	13.	Forwards copy 2 of Form STD-320 to the State Civil Service Commission or the Bureau of State Employment depending on the type service employee retains. If employee is transferring from civil service to non-civil service or vice versa, copies of Form STD-320 must be sent to both organizations.
Losing Agency Personnel Office.	14.	Releases employee by approving the transfer transaction routed for their electronic approval.
Bureau of Commonwealth Payroll Operations.	15.	Continues to pay the employee from the losing agency until the transfer actions are received.
	16.	Audits transfer actions and coordinates appropriate processing due to pay group changes. Computes and processes any overpayments and/or underpayments as a result of the transfer. Approves transfer for both losing and gaining agency.
	17.	Processes a fund transfer from the gaining agency to reimburse the losing agency for any excess expenditure charges due to late transfers.
Employee.	18.	On the effective date, transfers to the gaining agency.

Action By	Step	Action
Losing Agency Personnel Office.	19.	Within 10 workdays after the physical transfer of an employee , forwards employee's up-to-date Official Personnel Folder, Form STD-301, to the gaining agency's personnel office. In instances of transfers to the Department of Public Welfare, the Official Personnel Folder should be sent to the address shown on Form STD-320.
		To Withdraw a Transfer Request.
Employee.	20.	Notifies losing agency personnel office and signs Part 4 of Form STD-320.
Losing Agency Personnel Office.	21.	Completes Part 4 of Form STD-320 and: <ul style="list-style-type: none"> a. returns copy 4 to employee. b. retains copy 3. c. forwards copies 1 and 2 to gaining agency personnel office.
Gaining Agency Personnel Office.	22.	After receiving copies 1 and 2 from losing agency personnel office, cancels transfer in action if it has been input.
	7.	RESCISSION. Agency procedures in conflict with this directive.

This directive supersedes Management Directive 515.2 dated July 8, 1997.