**SCRS-IL Program Transfer Process**

For an employee to transfer to a different department within the company, these criteria must first be true:

* The transfer cannot cause the program the employee is leaving undue hardship/severely understaffed. (A supervisor or director would determine what would cause their program undue hardship/to become severely understaffed.)
* The employee must have also finished their \*Introductory Period\* of 90 days as referenced in the Employee Handbook. (Pg.28 Paragraph 1)

If these criteria are true, then the employee may contact Human Resources to inform them that they are interested in the position.

Human Resources will then contact the Program Manager of that employee to inquire on the current standing of the program, staff, and whether losing an employee would cause undue hardship to the program:

* If the transfer would cause an undue hardship on the program/understaff the program, then the transfer is not possible.
* If the transfer would **not** cause an undue hardship on the program/understaff the program, then the transfer can proceed.

Human Resources would then request the resume of the employee while providing that employee with a job description for the position they want to transfer to.

Human Resources would then contact the Program Manager of the program the employee wants to transfer to in order to provide that Program Manager with the employee’s resume. If the Program Manager believes the employee would be a good fit for the position, then the Program Manager will determine an interview date/time outside of the employee’s work hours.

After the interview, if it has been determined that the employee has been selected by the Program Manager, Human Resources and the Program Manager will determine a start date for the employee to transfer to their new program.