

The Personnel Board of Jefferson County

REQUEST FOR TRANSFER

Rule 11.10 of the Personnel Board Rules & Regulations allows a Regular Classified Employee in Good Standing to request authorization to transfer from a Job Class currently held in one Jurisdiction (Agency) to the same Job Class in a different Agency, provided Appointing Authorities over both Agencies consent to the Transfer. Rule 11.8 allows any person holding permanent status in the State of Alabama Merit System, or holding similar status in the civil service of the federal government, may also request authorization to transfer to the same or a similar Class in the Classified Service

Once fully completed, this form should be submitted to the Personnel Board via email, businessprocessing@pbjcal.org, by the New Agency at least 7-10 business days prior to the effective date of transfer. Please include any additional electronic processes as defined by the Personnel Board in compliance with Rule 11.10 and 11.8 of the Personnel Board of Jefferson County Rules and Regulations.

Employee Name: _____ Employee Number: _____
 (Or Last Four SSN)

Employee Telephone: _____ Employee Email Address: _____

Effective (Beginning) Date of Transfer: ___/___/___ Intergovernmental Transfer? Yes No

Section I - To be completed by employee

From Agency	Current Job Classification	Grade	Step	\$ _____
To Agency	New Job Classification	Grade	Step	\$ _____
				*Pay Rate
				*Pay Rate

*NOTE: Employee Pay Rate on Firefighter Schedule should be inputted as an annual rate, not hourly.

In accordance with Personnel Board Rule 11.08 (Intergovernmental Career Transfers) and Rule 11.10 (Transfers) and as an employee with permanent status in a full-time position within a recognized merit system, I request a transfer. I have read and understand the applicable rules stated above and agree with the provisions of this transfer. **The Personnel Board is not responsible for any paid leave hours accepted, transferred, or denied by the New Agency.**

 Employee Signature ___/___/___
Date

Section II - To be completed by Current Agency

 Department Head Signature ___/___/___
Date

 Appointing Authority Signature ___/___/___
Date

NOTE: Overtime Hours should be paid by the current Agency upon separation by the employee.

Section III - To be completed by New Agency

Submit completed form to BusinessProcessing@pbjcal.org

 Department Head Signature ___/___/___
Date

 Appointing Authority Signature ___/___/___
Date

Jefferson County Commission

 Human Resources Department ___/___/___
Date

*Required only if transferring to Jefferson County

Have you submitted a Requisition for the Transfer (circle)? Yes No If yes, provide Job Requisition#: _____

Section IV Personnel Board Use Only

 Approved _____ Declined _____
Personnel Director Signature ___/___/___
Date