

SECTION 3

RECRUITMENT AND STAFFING

3.03 TRANSFERS

AUTHORITY: CIVIL SERVICE ACT
THE COLLECTIVE AGREEMENT BETWEEN THE
PROVINCE OF PRINCE EDWARD ISLAND AND THE
UNION OF PUBLIC SECTOR EMPLOYEES

ADMINISTRATION: PEI PUBLIC SERVICE COMMISSION
GOVERNMENT DEPARTMENTS AND AGENCIES

Sub-section 3.03 Transfers	Date: 06 October 2017	Page	1 of 2
---------------------------------------	------------------------------	-------------	---------------

1. PURPOSE

1.01 To provide information on the policy and procedures regarding employee transfers.

2. APPLICATION

2.01 This policy applies to all employees in the classified division of the P.E.I. Civil Service and to all casual and temporary employees with more than three (3) years continuous service.

3. PRINCIPLES

3.01 A transfer can be “employer initiated” or “employee initiated”

3.02 A transfer shall not result in an increase in pay for an employee.

3.03 A transfer can be Intra-Departmental or Inter-Departmental.

3.04 A transfer is considered a permanent move.

4. DEFINITION

4.01 Transfer means to transfer an employee to a position for which the maximum rate of pay does not exceed the maximum rate of pay for the position from which the employee is transferred.

4.02 “Employee” means a temporary or casual employee with more than three (3) years continuous service or a classified employee.

5. POLICY

5.01 Intra-Departmental Transfer:

(a) An employer may transfer an employee from one position to another within the same department or agency, pursuant to CSA (1).

5.02 Inter-Departmental Transfer

(a) The Public Service Commission may transfer an employee from a position in a department or agency to another department or

Sub-section 3.03 Transfers	Date: 06 October 2017	Page	2 of 2
---------------------------------------	------------------------------	-------------	---------------

agency with the approval of the employing authority of the department or agency to which the transfer is made.

- 5.03 If an employee wishes to initiate a transfer pursuant to Article 28 of the UPSE Civil Collective Agreement, the employee should discuss options with his/her Human Resources Manager in consultation with the Labour Relations Division of the Public Service Commission.
- 5.04 Expenses associated with employer initiated transfers are outlined in Schedule "F" of the UPSE Civil Collective Agreement - "Reimbursement of Employer Initiated Transfers."
- 5.05 No employee shall be involuntarily transferred to a position with a lower maximum salary except as a result of disciplinary action, the application of the lay-off provisions of Article 36 or for health reasons pursuant to Article 39.