



POLICY:	Staff Transfer Policy
FIRST DRAFT:	March 2020
ADOPTED:	UR2020#04
AMENDMENT S:	
REVIEW:	2025

1.0 Policy Statement and Objectives

1.1 Mary Immaculate College recognises the value to both staff and the College of experience acquired by staff in a broad range of settings. Requests from staff for transfer between departments to support professional development and achievement of personal career objectives will be facilitated where possible, subject to service requirements and at the sole discretion of the College.

1.2 The College may, in order to meet service needs, require that a staff member transfers to another Department/Office. The College reserves the right to transfer staff in such circumstances, subject to consultation with affected staff. It is not envisaged that staff would transfer to areas outside of their professional competence, save in exceptional circumstances.

1.3 Where a staff member assigned to a particular department or role does not perform the duties of their post to the required standard and where appropriate assistance, including training, has been provided, that staff member may be transferred at the discretion of management to an area which management deem more appropriate/suitable to the individual's skills. Any such transfer will be in accordance with relevant policies e.g. Disciplinary Policy

1.4 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality in accordance with law.

2.0 Scope of Policy and Procedure

2.1 The Policy applies to all permanent academic and professional services staff of MIC.

3.0 Relevant Legislation/Circulars/Policies

3.1 Governing legislation, regulations and codes of practice in relation to this document include:

- MIC Recruitment, Selection and Appointment Policy
- MIC Disciplinary Policy

4.0 Responsibilities

4.1 It is the responsibility of all staff to comply with the provisions of this Policy.

4.2 It is the responsibility of the Human Resources Office to coordinate applications from staff for internal transfer.

4.3 It is the responsibility of line managers to give due consideration to the filling of vacant posts in their area of responsibility via internal staff transfer in cases where an internal staff transfer request has been received.

4.4 It is the responsibility of the College's Executive Team to oversee the implementation of this policy.

5.0 Internal Staff Transfer Applications

5.1 Permanent academic and professional services staff, who have completed probation, may apply to transfer to another post within the College. Staff who wish to transfer to another post must possess the necessary qualifications and experience to discharge the functions of that post.

5.2 Applications for transfer must be made in writing to the Director of Human Resources. Proposed transfers must be agreed by both the current and prospective line managers. The granting of transfer requests is at the sole discretion of the College and is subject to service requirements and the availability of suitable posts.

5.3 A staff member who is dissatisfied with a proposed or an actual transfer arrangement may have their concerns addressed under the staff grievance procedure

6.0 Audit and Evaluation

6.1 This policy will be reviewed on a five yearly basis. The Director of Human Resources will initiate the review.