

CIVIL SERVICE
Town of Trumbull
CONNECTICUT

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TOWN HALL

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Civil Service Board -Transfer List Policy

In accordance with Rule 5 of the Civil Service Board rules:

1. A transfer of an employee from another department in an equivalent class and grade may be affected upon request of both appointing authorities with the approval of the Civil Service Board and prior notification to the appropriate Unions.
2. The Board shall maintain a file of the names of person desiring transfer and shall use such file in filling vacancies when there is no appropriate re-employment list.
3. The Civil Service Board has adopted the following procedures concerning the establishment, maintenance and use of the Transfer List to fill vacancies.

Transfer List Procedures

1. All full-time permanent employees who have been appointed to their current position in the Classified Service from either a certified Promotional Employment List or a certified Open Competitive Employment List are eligible to apply to Civil Service Board to have their names placed on the Transfer List.
2. Eligible employees will apply for inclusion on the Transfer list by submitting a completed Civil Service Transfer Request form to the Board for approval at the next regularly scheduled meeting.
3. Applications approved by the Board will remain active for a period of three years from the date of approval. Eligible employees may reapply for inclusion on the Transfer list when their application becomes inactive.
4. Employees on the Transfer list are eligible to be considered for any open position in any Town Department that requires the same or substantially similar skills as their current position in the classified service and is in the same labor grade.
5. The Human Resource Department will submit a list of eligible employees from the Transfer List to the Appointing Authority for their review and consideration. The Appointing Authority is under no obligation to appoint someone from the Transfer list to their open position.
6. Employees on the Transfer list who are offered an appointment to an open position and who turn down the appointment will remain on the Transfer List until the end of their previously approved three-year period.
7. Employees on the Transfer List may remove their name from the list at any time by making such request in writing to the Civil Service Board.

Approved October 23, 2024