



Transfer Assignments

11. Department can choose one of the following three options to implement a transfer assignment:
 - Option A – Non Competitive Transfer Assignment
 - Option B – Competitive Internal Transfer Assignment
 - Option C – Competitive Inter-departmental Transfer Assignment
12. Transfer assignments are temporary opportunities for current GN employees to develop new skills or to provide expertise in a particular field to assist the department in delivering programs or services.
13. Transfer assignments are temporary in nature and can run to a maximum of three years including all extensions. Transfer assignments can be between individual departments (inter-departmental) or within a department (intra-departmental).
14. Transfer assignments are often promotional in nature and as such are limited with regard to salary determination.
15. Salary determination for transfer assignments from NEU or excluded substantive positions to senior management positions can be negotiated with the department and require Deputy Head approval.
16. When employees accept a transfer assignment they must accept the terms and conditions of the assigned position including any transfer to a different bargaining unit.
17. Upon completion of the transfer assignment, under option A the employee is guaranteed to return to their former position. Under option B and C the employee is guaranteed to return to their former position or to a comparable position with the original hiring department or to the transfer assignment position.
18. All transfer assignments must be signed off by the employee, the Deputy Heads and submitted to the Department of Human Resources Headquarters for review. The Deputy Head of Human Resources will sign off on acceptable transfer assignments and the Department of Human Resources will initiate any pay actions required.

