



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 830.1

Title: Custodial Employee Transfers for Vacant Positions

Implementation Date: October 7, 2010

Last Revised: September 23, 2024

Last Audited: September 10, 2024

Introduction

The purpose of this policy is to provide a defined process for how custodial transfers for vacant positions will occur between Housing Custodial, Main Campus Custodial, and Health Sciences Campus Custodial Divisions. The transfer process outlined in this policy does not preclude management's right to assign, re-assign and move personnel to meet the needs of the university.

Scope

This policy applies to all custodial employees in Facilities Management.

Procedures

- I. Current Employees when applying for a vacant position outside of their current department i.e., Main Campus Custodial, Housing Custodial, COM Custodial (MUST) complete the online application in Lieu of this form.
- II. Vacancy postings will be handled through the following process:
 1. Signup sheets will be posted in the locations as outlined in Section II.
 2. Signup sheets will remain posted for five business days.
 3. Selection for the internal posting is based on proof of good standing as follows:
 - a. The applicant's most recent employee evaluation must have all categories at "meets expectations" or above.
 - b. In addition, the attendance category of the applicant's last two employee evaluations, if available, must be "meets expectations" or above.
 - c. No supervisory counseling, per the progressive Disciplinary Procedures, can be on file in the applicant's employee's personnel jacket for the past two years.
 - d. Employees in good standing will be considered for all internal transfers. Management will conduct interviews

with these applicants, focusing on customer service abilities, technical skills, prior training, and interpersonal relationships with coworkers and staff.

- e. *Management will review all those in good standing and select the candidate that most closely matches the needs of the location.*
- f. A criminal background check may be conducted on the candidate selected as per ETSU Human Resources Policy PPP-77.

III. Internal Posting Locations are as follows:

- 1. Housing Custodial Posting Location - A signup sheet will be located on the bulletin board in the Buc Ridge 107 Housing Office.
- 2. General Custodial Posting Locations - A signup sheet will be posted in the following locations:
 - a. Main custodial office in the Facilities Management Building
 - b. Burgin Dossett Main Custodial Closet
 - c. Warf-Pickel 5th floor Custodial Closet
 - d. Brown Hall 117 Custodial Closet
 - e. CPA main custodial closet
 - f. Memorial Center (Mini Dome) main custodial assembly area
 - g. Kingsport Center main custodial closet
 - h. Valley Brook main custodial closet
 - i. Nave Center custodial closet
- 3. Health Sciences Campus Posting Location: A signup sheet will be posted in the Main Facilities Office in VA Building 119, Room 216.

IV. Once an internal transfer has been granted, the employee must remain in that position for a minimum of six months before being eligible to transfer again to another position on the same shift. The employee may transfer to a different shift or department only within the six-month period.

V. *Management will review all those in good standing and select the candidate that most closely matches the needs of the location.* Facilities Management reserves the right to transfer employees as they deem necessary to effectively meet the needs of the University.

Responsibilities

Departmental managers are assigned the responsibility of insuring that the process listed in the *procedures section* is followed by all custodial employees.

References

- PPP-29: Nepotism Policy
- PPP-77: Criminal Background Check Procedures for Job Applicants, Employees and Volunteers

Contact Persons

Director of Facilities Management Operations
 Main Campus - Manager Custodial Services
 Housing Facilities – Director of Housing Operations
 Health Sciences Campus – Director of Health Sciences Campus Facilities

Forms

An example of a “Job Posting Notice” is attached as Appendix A.

Approved by: _____
 Jeff Blanton, Associate Vice President, Office of Administration

Date approved: _____

Audited: June 26th, 2013
 June 9th, 2016
 July 6th, 2017
September 10, 2024

Revised: June 26th, 2013
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