

Intergovernmental Transfer Process

Civil Service Rule 17.C allows for such transfer from a governmental agency to another. The rule states:

"Transfer may be made from any public agency having a merit system to the classified service of the City of St. Paul provided:

- The department head where the vacancy exists justifies the need for the transfer, which justification must include unusual or special job qualifications not otherwise available to the department.
- The employee to be transferred has current permanent or probationary status in a class of position at least equal to the position in which they are to be employed and meets the minimum qualifications as stated in the Commission's class specifications.
- Rights, benefits, and seniority as an employee in the classified service will commence with the first day of employment by the City. Sick leave accumulation may be transferred at the discretion of the department head but may not exceed what would have been earned as a City employee.
- Approval by HR Director."

You may request an intergovernmental transfer via CSR 17.C. by sending a letter or email to the Human Resources Director. *In this letter, state how the bulleted items above have been met/addressed.*