



OFFICE OF THE ADJUTANT GENERAL

## State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

**Title:** Internal Transfer

**Policy Number:** DEPT 3104

**Owner:** State Human Resources

**Effective Date:** 11/25/2016

**Revision Date:** 03/26/2025

### I. Purpose

Posting vacant positions for transfer and awarding transfers are permissive actions at the discretion of the Appointing Authority. Posting positions for internal transfer provides current employees with the ability to explore new opportunities, career development, improved work life needs, skill development, and will allow supervisors to fill vacancies in an efficient manner.

### II. Scope

This policy pertains to current permanent, classified state employees within the Department of Military Affairs (DMA).

### III. Definitions

**Appointing Authority:** The Adjutant General (TAG), or designee.

**Demotion:** The permanent appointment of an employee with permanent status in one classification to a position in a classification lower than the highest position currently held in which the employee has permanent status in class, unless excluded under [Wis. Admin. Code § ER-MRS 17.02](#). A demotion can be voluntary or involuntary.

**Permanent Employee:** A person who is an employee as a result of a permanent appointment, whether or not the employee has attained permanent status.

**Permanent Status:** The rights and privileges attained upon successful completion of a probationary period or career executive trial period required upon appointment to a permanent position.

**Probationary Period:** The time period during which an employee's performance is evaluated upon appointment to a position, prior to attaining permanent status.

**Promotion:** Except as provided in [Wis. Admin. Code § ER-MRS 14.02](#), promotion means any of the following: (a) The permanent appointment of an employee to a different position in a higher classification than the highest position currently held in which the employee has permanent status in class; (b) The permanent appointment of an employee or former employee in layoff status to a

different position in a higher classification than the highest position in which permanent status in class was held at the time the employee or former employee became subject to layoff; or (c) The permanent appointment of an employee on an approved leave of absence, either statutorily mandated or granted by an appointing authority, to a different position in a higher classification than the highest position in which permanent status in class was held at the time the employee began the leave of absence.

**Transfer:** The permanent appointment of an employee to a different position assigned to a classification having the same or counterpart pay rate or pay range as a classification to which any of the employee's current positions is assigned.

#### IV. Policy

The decision to post a vacancy for internal consideration prior to posting for open recruitment is delegated to the supervisor and/or State Human Resources. When deciding to post a position for an internal transfer opportunity, the following factors must be taken into consideration: applicant pool, skill sets, and the timeline to fill the vacancy. If the position is not posted for internal consideration, internal applicants can apply when the position is posted for open recruitment on [wisc.jobs](http://wisc.jobs).

#### V. Procedures

##### A. Posting and Timeline

If DMA chooses to post a vacancy for internal consideration, a vacancy will be posted after State Human Resources has an approved [Request to Staff in PeopleSoft](#) and has worked with the supervisor on the [Requirements for Posting a Position form](#). The position will then be posted on the [DMA public website, Careers page](#), for a minimum of three calendar days and applicants should follow the directions listed on how to apply. An email will be sent by State Human Resources to all DMA employees alerting them of the posting on the public website.

##### B. Eligibility

Transfer opportunities are open to current permanent classified employees in DMA who meet the qualifications for the position and

- 1) whose current classification has the same or counterpart pay schedule and range as the posted position, or
- 2) are seeking a lower-level position as a demotion, or
- 3) have reinstatement eligibility or restoration rights.

Probationary employees are eligible to apply for transfer.

To determine whether a movement is a promotion, transfer, or demotion, employees can enter their current classification and the classification of the vacancy on the [Counterpart Determination tool posted on the Department of Administration, Division of Personnel Management website](#).

Employees from outside of the DMA and movements considered a promotion are not eligible to apply through this policy and must apply through the open recruitment on [wisc.jobs](#).

#### C. Consideration of Applicants

Supervisors must complete the necessary steps in the hiring process when considering internal applicants, including screening, interviews, reference checks, background checks, salary approval, and completion of the [Hiring Justification form](#).

If the position is not filled by an internal applicant, the position will be posted for open recruitment on [wisc.jobs](#) and applicants should follow the directions on how to apply as outlined in the job announcement.

#### D. DMA New Employee & New Supervisor Orientation

If a position is filled by an internal applicant, DMA New Employee Orientation is recommended for employees who have not previously attended. New supervisors will be required to attend the DMA New Employee Orientation as well as the DMA New Supervisor Orientation.

### VI. **Authority and Cross Reference**

[Wis. Stats. Chapter 230](#)

[Wisconsin Administrative Code, Chapter ER-MRS 13, Probationary Periods](#)

[Wisconsin Administrative Code, Chapter ER-MRS 14, Promotion](#)

[Wisconsin Administrative Code, Chapter ER-MRS 15, Transfer](#)

[Wisconsin Administrative Code, Chapter ER-MRS 16, Reinstatement and Restoration](#)

[Wisconsin Administrative Code, Chapter ER-MRS 17, Demotion](#)

[Wisconsin Human Resources Handbook Chapters 104, 116, 136, 164, 244, 246](#)

[Alphabetical Listing of Classifications](#)

[Job Aid, Request to Staff](#)

### VII. **Associated Forms**

[Hiring Justification \(DMA Form 3100\)](#)

[Off-boarding, Recruiting, and New Hire Process Checklist \(DMA Form 3101\)](#)

[Requirements for Posting a Position \(DMA Form 3102\)](#)

## **VIII. Administrative Reference**

This policy was revised in March 2025 to add applicable authority, cross references, associated forms, PeopleSoft Request to Staff module, and orientation programs.