

ACKNOWLEDGEMENT OF PROVISIONS GOVERNING INTERDEPARTMENTAL TRANSFER OF CLASSIFIED EMPLOYEES

I, _____, am accepting an interdepartmental transfer from the Department of _____ to the Department of Corrections, in the job _____, effective _____ (date). I have _____ years of continuous state service beginning _____.

By my signature, I acknowledge that I have read and understand the following statement indicated by the marked line, explaining my status upon transfer to the Department of Corrections (initial option):

_____ I am in a classified position and I have continuous service prior to July 1, 1996. I understand that I will be serving a new working- test period with the Department of Corrections. However, if I do not successfully complete this working-test period, I keep permanent status rights to the last job in which I held permanent status that is on a paygrade lower than the job to which I am transferring.
GDC must utilize that job, and a vacant position must be available in the company, or the employee retains no rights to employment and must be separated.

I understand that I must sign this document prior to the effective date of the transfer to confirm this offer of employment.

(Refusal to sign this form means withdrawal of the offer of employment by the Department of Corrections).

Employee's Name: _____

Employee ID: _____

Employee's Signature: _____ Date: _____

Record Retention: Upon completion, this form shall be retained permanently in the employee's official and local HR files.