3-01/110.25 Notice of Personnel Transfers - Custody Assistant

Routine transfers of personnel shall be made effective at the beginning of the work week, 0001 hours on Sunday. Transfer lists shall be broadcast sufficiently in advance of the effective date to allow employees the opportunity to obtain their schedule at the new unit. This will also allow for any rescheduling which may be needed to meet Creditable Service Hours (CSH) requirements.

When other than routine transfers occur, immediate attention should be given to the employee's current work status so that shortages or overages in required CSH will not occur.