**Section 600.642 Employee Transfer**

a) Definition: A transfer is the assignment of an employee to a position whose classification has the same maximum permissible salary as the former classification.

b) Intra-Agency Transfer: An employee may be transferred to a position involving similar qualifications, duties, responsibilities, and salary range in another division, section, or other unit within the Office. Transfers may be made by the Auditor General, as he deems necessary or desirable, in his sole discretion.

c) Geographical Transfer: Geographical transfer is the transfer of an employee, for the convenience of the employer, between the Chicago and Springfield offices for the performance of duties other than temporary assignments or details. An employee who refuses to accept a geographical transfer must report for duty at the new location but may make written appeal of such transfer to the Grievance Review Committee in accordance with the procedures established in Section 600.670 of this Part. An employee shall be reimbursed for all reasonable transportation and moving expenses incurred in moving to a new location because of permanent geographical transfer unless such transfer was requested by the employee.

d) Rights of Transferred Employees: A transferred employee shall retain status, continuous service, and all accrued benefits.

e) Transfer of Duties: When the duties of a position are relocated by transfer or by abolition and reestablishment and when said duties are substantially the same, an incumbent employee may elect to relocate and retain the duties of the position.