



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 830.3
Title: Custodial Internal Transfer Policy
Implementation Date: July 8th, 2013
Last Revised: June 20th, 2016
Last Audited: July 12th, 2016

Introduction

When an assignment opening occurs in a particular custodial division, management reserves the right to re-assign a custodian to this opening by selecting the candidate that most closely matches the needs of the building and its occupants. When all re-assignments that have occurred due to the initial assignment opening are completed, the remaining vacancy will be filled according to the policy #830.1, Custodial Employee Transfers for Vacant Positions.

Scope

This policy applies to all custodial employees in Facilities Management.

Procedures

The Facilities Management Custodial Department is divided into three separate divisions, main campus, health sciences, and housing facilities. When an assignment opening (building location) is created by a custodial who leaves their position, the associate director/director of the respective division has the right to either re-assign a custodian or ask for volunteers to take it. The re-assigned or volunteer custodian will be selected from the same division, within the same shift, where the opening occurs. If management asks for volunteers, management has the right to select the candidate that most closely matches the needs of the building and its occupants. When all re-assignments have been completed to fill the initial assignment opening, the remaining vacancy will be filled according to the procedures set forth in policy #830.1, Custodial Employee Transfers for Vacant Positions.

Responsibilities

All custodial employees are responsible for reading, reviewing, and complying with this policy. All managers and directors are assigned the responsibility of

ensuring that the process listed in the *procedures section* is followed by all custodial employees.

References

Facilities Management Policy #830.1

Contact Persons

Director of Facilities Management Operations
Main Campus - Associate Director of Custodial Services
Housing Facilities – Manager of Housing Facilities Operations
Health Sciences Campus – Director of Health Sciences Campus Facilities

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities Management

Date approved: _____

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