Employee Transfers across the Civil Service

A step by step guide for exporting managers/vacancy holders
As part of realising *A Brilliant Civil Service*, we are making it easier for staff to move between different parts of government. This guidance pack has been produced to support line managers involved in the transfer process.

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Section 1 - My move across the Civil Service

An overview for managers/vacancy holders

- This document provides guidance on the Civil Service Employee Transfer Process - formerly known as the other government department (OGD) transfer process.

- The Civil Service Employee Transfer Process applies to all Civil Servants moving between departments including arm’s length bodies (ALBs) and non-departmental public bodies (NDPBs) who employs civil servants. This guidance does not apply to the transfer of public servants employed by NDPBs.

- This guidance applies to those transferring from the Northern Ireland Civil Service, who were originally appointed on merit via fair and open competition, to another government department. In such instances continuity of service will be honoured and they are transferred using the Civil Service Employee Transfer Form. For those wishing to move to the Northern Ireland Civil Service please consult with the vacancy holder as to whether continuous service will be honored. If continuous service will be honoured then the Civil Service Employee Transfer Form should be used to facilitate the transfer.

- As the current line manager there are actions you will have to take to support the transfer and ensure the individual transfers between departments appropriately.

- This guidance does not apply to Cabinet Office Statement of Practice on Employee Transfers in the Public Sector (COSoP).

- There is one form that will accomplish the HR and payroll transfer from the current department - this is known as the Civil Service Employee Transfer Form. You as the exporting manager will be required to complete this as part of offboarding the individual. To onboard to the new organisation the importing line manager will complete the New Entrant Notification (NEN form - also known Joiner Notification in some departments).

- The process puts the employee at the heart of the process and responsible for instigating their transfer. However, the current line manager is expected to complete part B of the Civil Service Employee Transfer Form within 2 days of receipt in order to: (1) approve the details provided by the employee and (2) initiate their removal from payroll. There is no requirement for an additional leaver notification to supplement the Civil Service Employee Transfer Form.

- Please follow this guidance in conjunction with your current department intranet on leaving your current department.
Section 2 - My move across the Civil Service

An outline of the process

A 10 Step Process: exporting manager steps underlined

Step 1 - Provisional offer accepted by the candidate

Step 2 - Baseline personnel security standard (BPSS) checks conducted by importing department.

Note: some departments conduct these checks at interview stage and will not be repeating them at this stage.

Step 3 - Security clearance transfer initiated or a new security clearance applied for.

For those who have a valid security clearance complete the national security vetting Security Checks Information Form.

Step 4 - Salary information shared with new department

Step 5 - Start date agreed by the current and new line manager, taking into account the payroll cut-off date in the new department. Do not agree start date until step 3 complete.

Step 6 - Salary is confirmed to the candidate, this should only happen once steps 2 and 3 are completed. Do not share salary confirmation until security clearance is confirmed as valid.

Step 7 - Complete the Civil Service Employee Transfer Form

- Candidate completes part A
- Current line manager completes part B
- Shared service of HR team completes part C

It is expected that you will be copied in at each stage of this form submission.

Step 8 - New line manager (or vacancy holder/recruitment team) notify importing HR of the new entrant using New Entrant Notification (NEN) and submit to HR to notify them of the transfer

Step 9 - HR/ payroll record set up

Step 10 - Day 1 - start your new role in the Civil Service

Top tips

- Steps 2,3,4 and 8 are primarily the responsibility of the new line manager/ vacancy holder. You may require support from other teams in order to confirm salary etc.
- Step 5 requires a discussion between the current and new line managers - every effort should be made to avoid a transfer date that is after payroll cut-off.
- Step 7 requires the input of the current line manager. They should complete part B and share with shared services/ HR within 2 working days of receipt (sharing the information with the employee).
Key points for current managers

- The Civil Service Employee Transfer Form is the single form for transferring HR and payroll information when a civil servant moves between departments.

- As part of the recruitment process, the candidate will be issued with the link to the form to complete, it will also be available on departmental intranets.

- The form is mandatory for all level transfers, promotions within the Civil Service, and loans (6+months). The form may be employed to form the basis of other moves but the departments involved need to ensure that a payroll transfer does not occur.

- The form captures all the information required to enable departments to pay employees from their start date.

- Timely completion of the form is essential to ensure that the employee’s transfer processes smoothly and their pay is not impacted.

Form submission

- The employee is now responsible for instigating the transfer by completing their personal details on the form in part A. (2 working days time frame)

- As the employee’s current line manager please complete part B before it is sent to their shared services/HR team via a service request or email to a functional mailbox for processing. It is expected that this is completed within two working days.

- You should copy the employee into any correspondence from Shared Services, or provide them with confirmation of the submission.

- Your shared services/HR team completes part C and sends the form to the importing departments shared services/HR. The normal expectation is that this will be completed within 5 working days.

- New department’s shared services/HR team process the form and liaise with all parties to ensure a smooth transfer.
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Information for current managers/ vacancy holders

What you need to consider

Transfer date

- When considering a release date you will need to take into account wider Civil Service priorities, immediate delivery needs, criticality of roles and any other relevant factors. However, first and foremost you should consider the financial impact on the employee transferring of the date selected.

- By agreeing a transfer date at the start of the month, you should ensure your employee has a smoother transition and is paid correctly. NOTE: an employee whose last working day is on a Friday is treated as leaving on a Sunday for pay purposes and to ensure continuity of service for their pension record.

Other Considerations when agreeing a release date:

- Work - does the employee need to upskill anyone or complete any work or a handover before leaving the department?

- Leave - does the employee have any annual leave or flexible working hours credit/debit they need to take/resolve before leaving the department?

- Performance report - when in the performance year is the employee leaving? Who will be responsible for their end of year marking and any associated in year or end of year performance pay award?

- Equipment - does the employee have any equipment belonging to the department that needs to be returned before they leave? i.e. mobile phones, laptops etc.

Advice and Support

- Offer support to your employee if they have any further questions or issues with their transfer.

- Ensure that your employee does not resign when they transfer across the Civil Service. Resignation could affect an employee’s pension record and is inappropriate for any cross Civil Service moves.

- Refer to your departmental intranet for additional guidance.
Section 4 - My move across the Civil Service

Checklist for current managers/ vacancy holders

- Agree a transfer date, ensuring a smooth transition for the employee to their new department - it’s best to agree a release date at the start of the month to avoid any impact on pay for the employee. Please discuss payroll cut-off dates with the new department before agreeing the start date.

- Agree a start date in light of business need and the time required to back fill critical and professional roles.

- Consideration should be given to wider Civil Service priorities, immediate delivery needs, criticality of roles, and any other situation specific, relevant factors.

- Make sure that the employee remains on payroll up to the date of transfer.

- Support the employee with the completion of the Civil Service Employee Transfer Form.

- Complete Part B and ensure it is submitted to your HR/ Shared at least 20 working days prior to the start date at the new department.

Checklist for HR/ shared services:

- Remove employee from your Department payroll one calendar day prior to the start date in their new department. If they start in their new department on a monday their last day on payroll would be a sunday. Do not retain them on payroll after their start date.

  - Paying employees until the date of transfer should avoid any overpayments. Departments should not recharge/ invoice. This is part of the global finance design principles.
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Where to go for help and further advice

- Employees transferring under the Civil Service Employee Transfer Process will be directed to their current manager for help and assistance completing the Civil Service Employee Transfer Form.

- For current line managers of an employee who is transferring out please contact, as appropriate:
  - Existing (current) HR team/ shared service centre
  - Vacancy holder/ Importing line manager
Annexes

- **Annex A: General principles for transfer of employees across the Civil Service**
- **Annex B: Guidance on Pay and allowances information**
- **Annex C: Guidance on Loans**
Eligibility Criteria
All civil servants recruited through fair and open competition are eligible to apply for or be considered for a staff transfer on a level move, on promotion or at a lower grade. This includes civil servants in Crown Non-Departmental Public Bodies (NDPB). Employees of non-Crown NDPBs are eligible to apply for or to be considered for a staff transfer where the body is accredited by the Civil Service Commission under the Cabinet Office sponsored NDPB accreditation scheme. This guidance does not apply to those wishing to move to or from the Northern Ireland Civil Service.

Individual job adverts will clarify the eligibility for those on probation.

Systems and Processes

Exporting departments will be responsible for:

- ensuring that information on employees joining another government department is accurate and has been shared in accordance with the 4 week notice period to meet payroll deadlines. This will allow the transfer to take place easily and effectively, with minimal disruption to the business or the employee.
- releasing employees to take up post within 4-8 weeks, not including the time taken to complete any required vetting procedures.
- paying employees until the date of transfer. This should avoid any overpayments and non-recoverable aspects of overpayments (e.g. increased student loan, pensions and national insurance payments). The employee should not start their role in the new department until the payroll transfer is confirmed and the new department is in a position to pay the individual (please refer to Annex D for pay award information).

Importing Departments will be responsible for:

- completing the relevant pre-employment checks and arranging the transferability of any valid security clearance.
- keeping in contact with the employee.
- ensuring that the employee has a staff number and that a start date is communicated.
- paying employees from their first day in post.
Basic pay and allowances

The new department will take responsibility for ensuring pay, allowances (if applicable) and other information on the terms of the post are clearly signposted on adverts and are agreed and recorded in a timely manner to ensure that the individual’s HR record can be set up. The Taylor Review has resulted in a Day 1 contract being a legal requirement from the 6th April 2020. However, Civil servants that move departments, or to and from other Civil Service bodies, continue their employment with the Crown. They retain all employment rights associated with length of service e.g. annual leave, pension etc. and should not therefore require a new section 1 written statement. However, departments are recommended as part of the Civil Service Employee Transfer process to provide transferees with a section 1 statement to reduce complexity and risk as the sources of terms and conditions in the Civil Service are often not particularly straightforward.

The new department’s pay arrangements will normally apply for permanent transfers and loans exceeding six months.

The current department will pay an employee’s salary until the date of transfer, if the employee’s first day in the new department is a monday then their last day of service will be a Sunday and the new department will take up payment on the first working day.

Further information Please see your department’s intranet for further guidance and FAQs
Responsibility for pay decisions in delegated grades (below SCS) remains with individual departments; including the impact when an existing Civil Servant transfers into a new department.

**Level transfers**

For level transfers basic pay, which excludes specialist pay or allowances, location allowances, unsocial hours payments and so on, will normally stay the same. However, if the employee’s current basic pay is below the minimum of the new department’s pay range, the new department will place the employee on their minimum basic pay for their grade.

If following a level transfer the employee’s basic pay is above the maximum of the new department’s pay range, the new department will place the employee on their maximum basic pay for their grade and the new department’s mark time pay policy will determine whether the amount above the maximum pay range will be lost or paid on a mark time basis.

**Promotion**

If an employee transfers to a new department on promotion the new department will establish the basic pay for the employee’s new grade. Existing Civil Servants who gain promotion may move to the bottom of the new grade pay scale or receive a % increase in basic pay whichever would be greater. The new department will confirm the basic pay % increase.

If an employee transfers to a new department on promotion and the employee’s basic pay is above the maximum of the new department’s pay range, the new department will place the employee on their maximum basic pay for their grade and the new departments mark time policy will determine whether the amount above the maximum pay range will be lost or paid on a mark time basis.
Allowances

Allowances are not automatically retained on transfer or loan, nor are they consolidated into base pay. Decisions on allowances payable following the transfer will be made by the new department.

Payment of an allowance may include location, specialist, skills, unsocial hours, recruitment and retention etc.

The new department is responsible for ensuring that job adverts set out the relevant allowance/s for the role. If the role does not have a specialist pay range or allowance the employee will lose any existing specialist pay or allowances and the new department’s mark time pay policy will determine whether these are retained on a mark time basis.

Location pay

Departments have different location pay areas and although the employee may continue to work in the same place they should not assume that they will continue to be entitled to the same location pay or allowance.

The new department is responsible for ensuring that the job advert sets out the location pay area and the relevant location pay range and/or location allowance for the role.

Further information Please see your department’s intranet for further guidance and FAQs
Performance awards

End of year performance award
Entitlement will be dependent on the employees date of transfer. Employees should not receive two performance awards for the same performance period.

- If an employee transfers after the old department’s settlement date, the old department will honour the payment. Old departments are required to keep payroll open for 6 months following the transfer in order to process any outstanding payments. This is in line with the government finance payroll principals.

- If an employee transfers before both the old and new department’s settlement dates, but after the end of the performance year, if appropriate the new department will normally pay their performance award on their settlement date.

- If it is not possible or practical for the old department to pay the performance award, the expectation is that the new department will honour the payment.

In year performance award
In year awards (received as either a voucher or a cash award) should as far as possible be paid to an employee whilst they are in post in their old department and before they transfer to their new department.

If this is not possible in year awards should be paid within 3 months of the award date by the old department. Old departments are required to keep payroll open for 6 months following the transfer in order to process any outstanding payments, so this should not be a problem. This is in line with the government finance payroll principals. It should not take longer than this to process an in year performance award, so there should be no reason to transfer the liability to the new department.
The following are examples with guidance for people who are on a long term cross government loan, this is a loan of 6 months or more in duration - **such moves require a payroll transfer between the home and host department**. This guidance does not apply to short term loans as there is no movement of payroll in such instances.

**Definition of terms:**
- Your loan department is referred to as “the host” department and your substantive, exporting, department is referred to as “the home” department.
- New department refers to any external department/ government organisation (i.e. not the host or home department).

**On completion of Loan (6 months +) and return to home department**
- The employee should complete the Civil Service Employee Transfer Form noting that this is a return from loan. The host department line manager completes section B and the host department shared services/ HR team completes section C. The home department should prompt them to do so. However, it is sensible for the host department to encourage them to complete this process in order to avoid an overpayment.
- If security clearance was transferred during the move for the period of the loan this will need to be returned to the host department, this is accomplished by utilising the Security Checks Information Form.
- The home department should confirm the employee’s salary upon return to the organisation.
  - The host department will remove the employee from payroll 1 calendar day prior to the start date back with the home department. At least 4 weeks notice should be provided prior to the start date and the transfer date should take into account the respective payroll cut-off dates of the home and host department.
  - The home department will add (or reinstate if the payroll has been frozen) the employee to payroll from their start date, taking into account any changes in salary.
Remain at host department (permanent level transfer)

- Civil Service Employee Transfer process is not required as there is no payroll transfer required.
- Host department to convert the employee to permanent status [please follow internal guidance]. Please note that this may occur as a managed move or through a recruitment process.
- Host department to notify the home department of the permanent transfer so any potential end date of loan is removed from the home department HR/payroll system and the employee’s record is terminated if applicable.

Remain at host department (permanent promotion)

- Civil Service Employee Transfer process is not required as there is no payroll transfer required.
- Follow recruitment practices relevant to the promotion.
- Host department to convert employee to permanent status [please follow internal guidance].
- Host department to notify the home department of the promotion so any potential end date of loan is removed from the home department HR/payroll system and the employee’s record is terminated if applicable.
Move to new department (not host or home department) during the loan (no return to host department)

- The employee follows the normal Civil Service Employee Transfer Process. Part B and C are completed by the host department, as the active payroll provider.
- Host department to notify the home department of the permanent transfer to another government organisation. The home department will ensure that any end date of loan is removed from their HR/payroll system and the employee’s record is terminated if applicable.

Leaving Civil Service during loan

- The employee follows the normal termination process in the host department, as the active payroll provider.
- Host department to notify the home department of the employee’s resignation. The home department will terminate the employee’s record if required.

Short Term Loans

For all short term loans (loans less than 6 months that do not involve a payroll transfer) that are converted into either (a) a long term loan or (b) a permanent transfer (level transfer or promotion) the normal Civil Service Employee Transfer Form and process should be followed as there has been no payroll transfer. Section B and section C of the Civil Service Employee Transfer form must be completed by the home department as the active payroll provider.