

Transfer Guide

Guide for employees

This guide outlines how and when eligible employee can apply for a transfer between locations (excludes employees in Consumer and Network where there is a separate guide)

Main topic areas

- Overview
- Our approach to internal transfers
- Who is eligible to apply?
- Step 1: applying for an internal transfer
- Step 2: the selection process
- Step 3: next steps
- Exceptional circumstances
- Where to go for further information
- Related documents

Getting help

Contact your line manager if you have any queries about this guide.

Line managers can obtain advice by:

Calling the HR Services Advice Centre on 0845 6060603.

Managers working for Parcelforce Worldwide should call 0845 604787

For web access go to:
<https://www.psp.royalmailgroup.com/>



Transfer Guide

Guide for employees

Overview

This guide provides details of the transfer application procedure and explains the expectations of the line manager and employee.

This guide should be read in conjunction with the Recruitment Policy.

The process is effective from 1 April 2012 at which time all transfer applications will be completed on-line.

Our approach to internal transfers

Royal Mail Group is committed to filling vacancies in a fair and consistent way and this approach also applies to internal transfers. It is Royal Mail Group policy to give preference to internal applicants over external applicants for permanent vacancies. However, applying for a transfer does not guarantee that a transfer opportunity will arise.

Who is eligible to apply for a transfer?

This guide applies to all permanent Royal Mail Group operational employees in a non-managerial position excluding Network Access. Employees will be eligible to apply for a transfer provided that they have:

- Worked for Royal Mail Group continuously for at least 26 weeks at their office location and concluded their trial period.

Employees who have been transferred from a unit as a disciplinary penalty are ineligible to apply to return to the original unit within two years.

For all Network Access transfers please refer to the *Network Access Transfer Guidelines*.

Step 1: Applying for an internal transfer

Employees who wish to transfer internally are responsible for identifying a suitable vacancy and applying for it online. The following steps outline how to register for job alerts in order to find a suitable vacancy, and how to apply for a position through the online portal.

Registering for job alerts

It is the responsibility of the employee seeking a transfer to register for job alerts.

This is done at www.royalmailgroup.com/myjob

If the employee already has an alert set up or has applied for an internal vacancy before, they will already have a user name and password (if they have forgotten this, a password reset can be requested online).

Amendments to an existing alert

Log into 'My Applications' and amend the current alert criteria already set up by clicking on 'modify alerts criteria'.

Once amended click on 'Add to search criteria' and 'submit'

Your email alerts

[Modify alerts criteria](#)

[Unsubscribe](#)

Setting up new alerts

To set up a new alert click 'email me jobs' (on the left hand side of the page)

> E-mail Me Jobs

The employee should enter the search criteria relevant to their preferences ensuring they complete the postcode, distance and occupation type as a minimum, then click 'add to search criteria' and 'submit'. Further criteria can be added by selecting additional 'occupation types'.

Postcode:	<input type="text"/>
Distance:	< Show all > ▼
Occupation Type:	< Show all > ▼
Business Function:	< Show all > ▼
Region/Sub Function:	< Show all > ▼
Key Word/Location:	<input type="text"/>
<input type="button" value="Add search criteria"/>	

The employee will then be sent an email with the instruction to 'activate your alerts'

When a new vacancy is advertised that matches the search criteria entered, an e mail notification will be sent to the registered email address (see the example below). The employee should then register interest in advertised roles through the email link.

We wanted you to know - a new vacancy or several vacancies have arisen that match your search criteria.

To find out more about this opportunity and apply online click on the link(s) below: Postman/Woman with Driving – Buxton

https://rmg.i-grasp.com/fe/tpl_royalmail01.asp?newms=jj&id=91246&newlang=1

Applying for a role

If the employee is interested in a role, they should click on the link and complete the on-line application. The application should take about 15 minutes.

This should be done as soon as possible but no later than 72 hours after receiving the alert.

Employees must be able to fulfil any skills requirement (i.e. driving). Applications can be made for roles on more or less hours than the current contract however, if there are multiple applicants then consideration of the contracted hours will be made at selection.

Transfer requests cannot be accepted for roles defined as 'specialist skills' as they have a different selection process to standard roles. If the role cannot be filled from within the resourcing unit then it will be advertised and transfer requests will be accepted.

It is recommended that the employee advises their line manager that they have made an application. Recruitment Services will advise the line manager when an offer is accepted.

Step 2: The selection process

Having received an employee's transfer application, Recruitment Services will review the applications and contact applicants by email to advise whether their application has been successful.

The employee's application will be reviewed following the selection criteria set out below.

Selection criteria

Priority for transfer will be given to employees who have previously submitted a transfer request and were on the transfer list in place before the launch of the online application process. Employees who submitted a transfer request prior to 1 April 2012 should indicate this on their online application.

Hours can be increased or decreased when applying for a transfer however in the event of more than one application for a role, the criteria of closest hours match will be applied (regardless of whether this is an increase or decrease in hours).

Length of service will then be used as criteria for selection if more than one person with a skill/ hours match applies.

Step 3: Next Steps

Employees should not make any definite arrangements to relocate until a transfer has been offered.

When an offer is made it should normally be accepted or declined within 48 hours. The employee is responsible for ensuring they would be able to start at the new location within 28 days of the transfer being offered.

Employees who request a transfer do so at their own expense and will not receive reimbursement of any costs associated with the transfer.

Any reserved rights allowances will be lost as a result of a voluntary transfer.

Transfer request is successful:

- Applicants will be notified through the normal recruitment process if their application is successful and all further administrative recruitment activity will be managed by HR Services.
- On arrival at the new site, the transferring employee should be given a local induction and welcome to work meeting
- It is advised that the manager who is losing the transferee conducts a leavers interview

Transfer request is unsuccessful:

- Applicants will be notified through the normal recruitment process if their application is unsuccessful
- Unsuccessful applications will most commonly be the result of the transferee not meeting the minimum requirements for new role, or if another transferee has been successful who has been on the transfer list for a longer period of time
- Unsuccessful applications have no impact on future applications for transfer

Exceptional Circumstances

There may be exceptional circumstances which necessitate a transfer urgently (i.e. to be closer to a terminally ill relative). In such circumstances, the employee should speak to their line manager. The line manager should then speak with the Regional Resourcing Manager or senior HR Manager who will see if the request can be arranged.

If the transfer is to a different region, the appropriate Regional Resourcing Managers/ HR Managers should liaise to try and facilitate the request.

Where to go for further information

The Getting help box on the front of this guide tells you where to find further information.

Guidance is also available on the HR pages of the intranet and the Policy and Information site on PSP.

Related documents

You may find it useful to read the following documents (located on the *HR pages on the intranet* and the *Policy and Information Intranet Site*) in conjunction with this policy:

- *Health & Safety Policy*
- *Equality & Fairness Policy*
- *Employee Handbook*
- *Our Code: Code of Business Standards*
- *Consumer & Network Access Transfer Guidelines*

Collective agreements related to this policy:

- *The Way Forward*
- *The Agenda for Leadership*