



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 1.3.201	Subject: EMPLOYEE HIRING AND TRANSFERS
Reference: Local #4464; 46-23-1003, MCA; 2.21.Subchapter 37, ARM	Page 1 of 2
Effective Date: 05/24/17	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

I. PURPOSE:

Probation & Parole Bureau employees will follow established selection procedures when hiring for Bureau positions or any subsequent transfers to a vacant position in another district office or region within the state

II. DEFINITIONS:

Employment Standard – Any job-related physical, intellectual, character, educational, or other characteristic used to measure an applicant’s suitability for a job opening.

Hiring Authority – A member designated by the division administrator to assume responsibility for overseeing the hiring, promoting, and/or transfer of Department employees.

III. PROCEDURES:

A. HIRING

1. The Probation & Parole (P&P) Eastern and Western Bureaus will adhere to the following when hiring for positions within the Bureaus:
 - a. §46-3-1003, MCA, Qualifications for probation and parole officers; and
 - b. Montana Federation of Probation and Parole Local #4464’s collective bargaining agreement regarding the posting and selection process for employees within the bargaining unit.

B. TRANSFERS

1. The controlling factors in the selection of an employee for voluntary transfer within the bargaining unit and within classification series shall be based upon eligibility, seniority, qualifications, and capabilities.
2. The same posting and selection process, and controlling factors, will also apply to those employees who are not members of the bargaining unit.
3. Staff can only be transferred within the same job classification.
4. Anyone who does not meet eligibility requirements is not prohibited from applying and competing for the desired position.

C. PROCEDURES AND RESPONSIBILITIES

1. A notice of vacancy is posted by the Office of Human Resources OHR (OHR) indicating the closing date for applicants to apply and must be posted for 10 calendar days.

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| 2. A resume and letter of intent requesting transfer is submitted to the P&P Bureau Chief or designee. A State of Montana application is optional. | Employee |
| 3. Selection for transfer is based upon eligibility, seniority, qualifications, and capabilities. Measurable employment standards for assessment of applicants will be designed and documented. | OHR/Bureau Chief or designee |
| 4. Performance appraisal evaluations and personnel file will be reviewed for applicants not within the bargaining unit, noting both commendations and disciplinary actions. Applicant must have successfully completed any assigned performance improvement plan. | OHR/Bureau Chief or designee |
| 5. Eligibility requirements: | |
| a. Requirements for transfer are established and will be followed under the collective bargaining agreement for employees governed by the agreement. | |
| b. Requirements for transfer for employees not under the collective bargaining agreement: | |
| i. POII must have held current position for two (2) years; | |
| ii. Deputy Chief must have held current position for three (3) years; and | |
| iii. P&P Bureau Chief must have held current position for three (3) years. | |
| c. Exceptions can be made on a case-by-case basis for the P&P Bureaus' interests in meeting an operational need or for extenuating circumstances in an employee's life. Seniority, qualifications, and capabilities will be recognized and documented at time of decision. | |
| 6. Final decision notification is given to all applicants. | Bureau Chief or designee |
| 7. Date for transfer confirmed. | Bureau Chief or designee |
| 8. Employees chosen for transfer may use up to three (3) business days with pay, and receive mileage and per diem one way, to assist with moving and expenses. | Employee |

IV. CLOSING:

Questions regarding this procedure should be directed to the P&P Bureau Chief, Probation and Parole Division Administrator, or the Office of Human Resources.