



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

## **Transfer Policies**

### **Extension Agents**

Agents interested in a transfer to another position will apply through the regular employment process. Agents must remain in their current assignment at least two years and be performing at an acceptable level before a transfer will be considered. Experience and training will also be considered as it relates to the needs of the position. Transfer candidates must compete with other applicants for vacant positions. Extension administration will make the final decision on requests for transfer.

**November 2022**

### **Biweekly staff**

Bi-weekly staff interested in a transfer to another position will apply through the regular employment process. They must remain in their current assignment at least six months, as per university policy, and be performing at an acceptable level before a transfer will be considered. Experience and training will also be considered as it relates to the needs of the position. Transfer candidates must compete with other applicants for vacant positions. Extension administration will make the final decision on requests for transfer.

**November 2022**