



***Intergovernmental Transfer
Agreement Under
M.S. 43A.15, Subd. 6***

Minnesota State Agency Name

Class to Which Transfer is Requested Position No.

Proposed Effective Date of Transfer Signature-Appointing Authority

To Be Completed by Jurisdiction from which Employee is Transferring		
Employee Name	Social Security No.	Current/Last Class
Date of Initial Appointment to Jurisdiction	Date of Initial Appointment to Class	Date Last Employed in Class*
Salary Range - Class	Salary - Employee	
Appointed to Class via Examination Consisting of: (written, oral, etc.)		
*Must be within one year from date of transfer		
Jurisdiction Name	Statutory/Legal Citation for Public Personnel System	
Jurisdiction Meets Federal Merit System Standard?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Required if transfer is to a Minnesota agency with a merit system requirement.		

The employee's current appointing authority agrees to this transfer. (The legality of this transfer is not dependent upon enabling legislation in the originating jurisdiction.)	
<hr/> <p align="center">(Originating Appointing Authority)</p> <hr/> <p align="center">Signature</p> <hr/> <p align="center">Title</p>	<hr/> <p align="center">(Originating Merit System Agency)</p> <hr/> <p align="center">Signature</p> <hr/> <p align="center">Title</p>

Attach the following:

1. A copy of employee's resume or application.
2. A copy of the class specification or job description for the class in the jurisdiction **from** which the employee is transferring.
3. Extract copy of salary plan showing salary for class which employee is transferring.
4. List of content areas covered in the written test or a copy of an E&T scale for the class from which employee is transferring.

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The individual has demonstrated the necessary knowledges, skills and abilities for the allocated class through:

- Previous Minnesota state service in the class.
- Passing exam for comparable class in original jurisdiction.
- Passing comparable exam in original jurisdiction.
- Passing advisory testing for new position.
- Previously passing Minnesota examination for class.
- Previously passing Minnesota examination for higher related class.

Transfer approved by the Human Resources Management Division Agency Account Supervisor,
Minnesota Management & Budget

Signature

Date