



PERSONNEL RULES AND REGULATIONS

RULE 4: <i>Promotions, Transfers, Demotions, and Detail Assignments</i>	APPROVED: REVISED:
REGULATION 2: <i>Transfers</i>	Pages: 1 of 2

Section 1: Introduction

A transfer is the filling of a job posting by moving employees from one job to another which does not involve a change in class or a substantial (less than or greater than five percent) change in the final wage. A transfer may occur by moving to a job within the same department or to a job in another department.

Section 2: Provisions

Vacancies will be posted as outlined in *Rule 2: County Employment, Regulation 1: Selection Process*. As stipulated, an appointing authority may transfer employees from one job to another of the same job title within the department.

In all other situations, employees may apply for a transfer via an internal job posting. Employees choosing to apply for a job in their department will be considered along with other County applicants. However, they will receive preference points for being a current employee of their department. As applications may be reviewed for suitability, the Hiring Authority may contact the employee's current supervisor for information, and thus, no confidentiality between departments will be afforded should the internal applicant be on the referred list.

Employees must meet the following criteria to be eligible for transfer:

- A. Meet the minimum qualifications as stated in the job posting,
- B. Receive a rating of "satisfactory" or higher on their most recent performance evaluation (within the prior 12 months) unless the vacancy is in their department and,
- C. No suspensions within 12 months prior to the closing date of the posting.
- D. Employees who received a non-voluntary demotion within the last 24 months are ineligible.

NOTE: If attendance will be considered in the determination of suitability for transfer, only documented instances of attendance will be used for exclusionary reasons.

Employees who accept a transfer shall serve a Transfer Trial Period Probation in accordance with *Rule 5: Probationary Periods, Regulation 2: Trial Period Probations*.



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Section 3: Procedures

Transfers may occur within the same employment group, or may occur by movement from one salary schedule to another (i.e., non-union to union or collective bargaining unit to collective bargaining unit).

- A. If the final step wage of the new job is greater than five percent (5%) or more than the final step wage of the current job, this is not considered a transfer – it is a promotion. See *Rule 4: Promotions, Transfers, Demotions, and Detail Assignments; Regulation 1; Promotions* for processing.
- B. If the final step of the new job is equal to or up to five percent (5%) of the current job, this is considered a transfer. The wage will remain unchanged as a result of the transfer or changed to the closest grade and step if moving from one salary schedule to another.
- C. If the final step wage of the new job is less than the final step of the current job, this movement is not considered a transfer – it is a voluntary demotion. See *Rule 4: Promotions, Transfers, Demotions, and Detail Assignments; Regulation 3: Demotions* for processing.
- D. The date for future wage increase and performance evaluation will remain unchanged, and
- E. Appointing authority will complete and submit an *Employee Action Form* to the Human Resources Department reflecting any applicable status changes, such as job title, department, etc.

In those instances where vacancies are filled by employees accepting a job in a different department, the Department Head shall release employees from their current job within a reasonable period not to exceed 30 calendar days. Employees accepting a job in another County department shall give their current department no less than 14 calendar days' notice of their intent to vacate their job unless all parties mutually agree to a period of less notice.