

EMPLOYEE TRANSFERS

SUMMARY

This procedure explains how an employee may be transferred in the same classification from one department to another. A vacant position in the receiving department must be available and approved by the Office of Management and Budget (OMB).

A position may be filled by transferring an employee from one position to another in the same or a similar classification with essentially the same basic qualifications and having approximately the same maximum salary. A transfer must be approved by both department heads affected and the employee concerned. Transferred employees will serve a normal probationary period in the new position and if performance is not satisfactory, will be returned to the original department.

PROCEDURE

1. County employees who have permanent status in a job classification may be transferred in that classification to other County departments having the same class when the receiving department has an approved job vacancy available.
2. A department director may refuse to approve a transfer to another department. There is no "right" to transfer under the Personnel Rules for the Classified Service.
3. In the event that all parties have agreed to a transfer, the employee must be linked to the approved job opening.
4. A transferred employee must serve a complete probationary period in the new department. If performance is unsatisfactory, the employee will be returned to his/her former department, since permanent status had been earned in the classification unless performance or work-related conduct calls for disciplinary action resulting in separation from County service. If the previous position has been filled, the employee who has failed probation will bump the new incumbent.
5. Reassignment of an employee within the *same* department and job classification does not constitute a transfer.

CONTACT(S):

Department/Division

Human Resources Department/Recruitment, Testing and Career Development Division
Human Resources Department /Labor Management and Compensation Division

REFERENCE DOCUMENT(S):

Personnel Rules for the Classified Service Personnel Procedures Manual
Layoff Procedures Manual