

Transfer Policy

The following policy prescribes the procedure to be followed in administering interdepartmental transfers:

- A. A transfer under this policy means a move from one department by an employee in one classification to a position in the same or comparable classification in another department. This policy does not apply to or restrict employees in matters of promotion, voluntary demotion, or transfers between positions within the same department.
- B. All employees seeking a transfer will complete a transfer application for human resources.
- C. All transfer requests will be maintained in human resources for a period of six months. Extension of the transfer request will be made only upon request of the employee prior to the six-month expiration date
- D. Employees requesting transfer and meeting the minimum qualifications for a particular classification may be certified for an interview as vacancies occur.
- E. Intra-departmental transfer requests will be handled for each department on an individual basis .
- F. Any employee is eligible to transfer.
- G. A part time employee is eligible to transfer into another part time position, however, a part time employee is not eligible to transfer into a full-time position without competing in the open recruitment process
- H. Employees are eligible to transfer at any time; there is not a set length of employment required