

3-3 Employee Transfers

Employees may be transferred, either voluntarily or otherwise, from one job to another and from one location to another as may be required in order to meet the needs of the organization. Every effort will be made to minimize personal hardships in the event of job reassignment or transfers.

The County retains complete discretion to determine both the location and place for the conduct of business and the assignments to each employee consistent with the employee's job specifications. Reasons for transfers may include fluctuations in workloads and production flows, increased career opportunities, emergency requirements, and implementation of governmental mandates, health considerations, and personal preference.

3-3.1 Temporary Transfers

Temporary transfers may occur as job requirements may dictate. Usually temporary transfers will not last longer than three (3) months, but may be extended an additional three (3) months with the approval of the County Administrator.

3-3.2 Employee Transfer Request

The County encourages existing County employees to seek out and apply for transfers, especially where said transfers result in promotions and upward mobility of employees.

The County will entertain a transfer at the employee's request if such action is consistent with the requirements of the County and such transfer does not disrupt the orderly and acceptable conduct of business.

A transfer to a new position within the same classification may occur, at the request of the employee, after that employee has held his current position for at least the completion of the probationary period and has performed in a satisfactory manner.

3-3.3 Transfer Training Period

During an initial training period, transferred employees will be evaluated to determine the employees' suitability to the new position. If it is determined that the employee is not suited for the new position the

employee may be subject to reassignment to another available position.

3-3.4 Compensation of Transferred Employees

Pay for transferred employees will be handled as follows:

- A. Employees transferred to a job within the same salary grade will continue to receive their existing rate of pay.
- B. Employees transferred at the County's request to a position in a lower grade shall continue to receive his/her level of compensation, however the earning potential will decrease.
- C. Employees transferring at their request to a job at a lower grade may be paid within the pay grade of the new position, commencing with the start of the new job. The earning potential for the new grade will be lower, therefore limiting the earning potential.
- D. Employees transferring to a job with a higher grade will get the minimum of that grade. It will be at the discretion of the County Administrator to give the whole increase at once or to gradually increase the employee over the span of a specific time period. This may be done if the employee is increasing several grades.