RULE 14. TRANSFER

Section 14.0  A change of an employee's place of employment from one control center to another or from one department to another shall be considered a transfer. A change of an employee's place of employment to a vacant position in a job class on the same salary schedule/range as his/her own job class shall also be considered a transfer.

14.0.1  A transfer from one control center to another or from one department to another shall require the approval of the head of the division or department to which the employee is transferring and the Human Resources Director. Such a transfer may be initiated by the City Manager, Executive Manager or by request of the employee to the Human Resources Director.

14.0.2  A transferred employee shall retain his/her rate of pay and his/her anniversary date for purposes of merit pay increases.

14.0.3  If a transfer is initiated by request of an employee to a job class with minimum standards of employment substantially different from those of his/her own job class, an employee shall be required to demonstrate his/her eligibility for employment in accordance with the provisions of Rule 7 and shall serve a new probationary period in accordance with the provisions of Rule 9.

14.0.4  Consideration for a scheduled merit increase may be deferred at the discretion of the Executive Manager for a period of up to six (6) months to allow management to properly evaluate the transferred employee’s work performance and conduct.

Section 14.1  Transfers for the betterment of employees and the best interests of the City shall be encouraged by all echelons of management.

Section 14.2  The provisions of this RULE shall apply only to regular, full-time confidential and management employees in the classified service.