



Approved:

City of Commerce, California
Human Resources Policy and Procedure Manual

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[Signature]
City Administrator

Number: I-12 Effective Date: 7/21/09

SUBJECT: EMPLOYEE TRANSFERS

PURPOSE:

To establish uniform procedures for current City of Commerce employees who apply for transfer within a department or to another department within the City of Commerce.

DEFINITIONS:

1. Intra-departmental Transfer: An intra-departmental transfer is defined as an internal rotation from one assignment to another within the same department and within the same classification. For example, an Office Assistant II from the Parks & Recreation Administration Division to an Office Assistant II at the Marksmanship Range would be considered an intra-departmental transfer.
2. External departmental Transfer: An external departmental transfer is defined as an appointment from one department to another within the same or comparable classification with the same maximum salary range, and for which the employee fully meets the qualifications of the lateral position. For example, an Administrative Secretary from the Human Resources Department to an Administrative Secretary in the Finance Department would be considered an external departmental transfer.

Note: A status change from part-time to full-time within the same classification is not considered a transfer. These are considered status changes and employees must follow the competitive recruitment process as applied to all civil service positions.

POLICY:

1. Intra-departmental Transfer - City employees desirous of a lateral transfer within their department (intra-departmental) shall follow departmental procedures for

requesting such consideration. All intra-departmental transfers shall be at the same job classification and shall be approved by the department head:

2. External departmental Transfer - City employees desiring a lateral transfer between departments (external departmental) must meet the following considerations:

- a. Employees may only apply for external departmental transfer for positions within their same job classification and/or those comparable classifications with the same maximum salary range, for which the employee fully meets the qualifications of the lateral position.
- b. Employees must be in good standing in their current position. Any exceptions to the above must be approved by the Director of Human Resources and City Administrator.

Employees transferring from one department to another are subject to serving a new probationary/training period in accordance with Policy I-7, Probation/Training Periods.

3. Special Considerations for Transfer - The City Administrator may consider and authorize the temporary or permanent transfer of a qualified employee where it is deemed appropriate, consistent with past practice, and/or feasible based on business necessity, under the following circumstances:

- a. For rotational and career development purposes where both affected department heads and respective employees have agreed to an exchange;
- b. During the course of, an internal investigation when it is determined to be in the best interest of the parties involved, and where such movement can be accommodated;
- c. As a result of an internal investigation where such movement can be accommodated and the employee has been afforded their applicable rights governed by City and/or State disciplinary personnel policies and procedures.
- d. As a result of a reasonable accommodation under State and/or Federal law; or
- e. As a result of an internal reorganization.

4. Placement/Movement within a Salary Range:

An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, whether in the same or another department, shall:

- a. Receive the same salary step in the new range as held in the former position (see Salary Plan Administration Policy).
- b. Maintain the same merit increase date as prior to the transfer.

5. Probation and Training Periods:

Intra-departmental Transfer: An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, in the same department, shall not be required to serve a new probationary/training period.

External departmental Transfer: An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, in another department shall be required to serve a new probationary/training period. Such probationary/training period shall be for 6 months (13 pay periods) of continuous service for all classifications.

Transfer (in lieu of layoff or bumping): An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, in another department, shall not be required to serve a new probationary period when the transfer occurs in lieu of layoff or bumping.

PROCEDURE:

Responsibility

Action

Intra-departmental Transfer

City Employee

1. Follows departmental guidelines for requesting consideration for transfer to another position within the same classification and within the same department.

Note: Status change from part-time to full-time must follow the same competitive process as all civil service positions.

External departmental Transfer

City Employee

1. Submits completed City of Commerce application to the Human Resources Department and indicates "transfer" at

- Human Resources Department
- Hiring Department Director
- the top of the application form.
 2. Receives and reviews the transfer application to ensure the criterion established in the stated policy is met.
 3. Places qualified transfer application in the appropriate eligibility list file(s) for consideration by hiring departments.
 4. Considers all qualified candidates for approved position vacancies.

Special Considerations

- Department Head (or designee)
1. Contacts the Director of Human Resources (or designee) for assistance with special circumstances.