

CITY OF COMMERCE ADMINISTRATIVE POLICIES

TRANSFERS

1.0 PURPOSE

To establish a policy for lateral transfers by City employees.

2.0 POLICY

- 2.1 Any current employee interested in applying for a transfer must file a completed City application form with the Administrative Secretary at City Hall in accordance with instructions listed on the employment opportunities notice.**
- 2.2 If the employee meets the stated requirements for the position he/she will proceed through the regular hiring procedures with all other applicants as described in the Administrative Policy on HIRING PROCESS.**
- 2.3 Transfers are made only when the City's service will benefit.**
- 2.4 Generally, employees are expected to serve in their current position for at least one year before being considered for promotions or transfers.**
- 2.5 All else being equal, current City employees will be given priority for open positions.**
- 2.6 The personnel file of the transfer applicant will be made available to the Department Head responsible for filling the open position.**
- 2.7 If the current employee is selected, his/her Department Head will be advised prior to the offer being made to the employee.**
- 2.8 If the employee accepts the position, it will be the responsibility of the two department heads, along with the employee, to reach agreement on a transfer date.**
- 2.9 In the event satisfactory agreement cannot be reached on this matter, it will be forwarded to the City Manager's office for a decision.**
- 2.10 Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.**
- 2.11 The salary offered to the employee must be consistent with the salary and requirements of the new position. Thus, an employee who meets only the minimum requirements for the position will be started at the bottom of the salary**

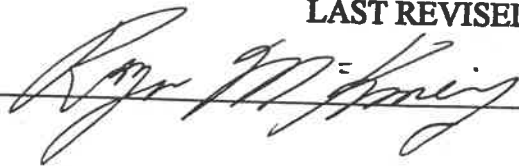
range regardless of the employee's current salary.

- 2.12 Employees who exceed the minimum requirements for the position may be offered a salary consistent with the employee's level of skills, experience, and knowledge.
- 2.13 Transfer employees will serve a probationary period in his/her new position.
- 2.14 Transfers do not change a person's date of hire.
- 2.15 The anniversary date for future step increases will be revised to coincide with the transfer date.
- 2.16 Transfers may also be initiated by the City in instances where the City's best interests may be served.
- 2.17 Additional information is included in the Administrative Policies on PROMOTIONS or DEMOTIONS.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive script, appearing to read "Roger M. King", is written over a horizontal line.

transfer.adp