



Employee Request for Transfer

Complete a separate request form for each department/class requested

See page two of this form for excerpts from the Civil Service Rules regarding transfers

- Type of Transfer Requested:**
- Regular transfer
 - Transfer from part-time to full-time position
 - Transfer due to technological advances
 - Limited term transfer

SECTION I: Employee Information

Employee Name: _____ DSW: _____
 Class #/Title: _____ Union: _____
 Address: _____ City: _____
 State: _____ ZIP Code: _____ Telephone: () _____
 Signature: _____ Date: _____

SECTION II: Transfer Information

Duration of Limited Term Transfer From (dates): _____ to _____
 Requested Class #/Title: _____
 Requested Department: _____

SECTION III: Approvals

Current Department (not required for regular transfer)

Appointing Officer/Designee Name/Title: _____
 Signature: _____ Date: _____

Requested Department

Position # _____
 Appointing Officer/Designee Name/Title: _____
 Signature: _____ Date: _____

Human Resources Director (for limited-term transfer only)

Signature: _____ Date: _____

Excerpts from Civil Service Commission Rule 14 Appointment by Transfer

Sec. 114.32 Transfer - General

114.32.1 A transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the Human Resources Director.

114.32.2 A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department. A copy of the approved form shall be filed with the Department of Human Resources and in the employee's current department within two (2) business days of approval.

114.32.3 Appointees accepting a new appointment by transfer shall give a minimum period of notice prior to separation from their current department of fifteen (15) working days, unless the current department approves a shorter period of notice.

114.32.4 Appointments by transfer are subject to the appointment and probationary provisions of these Rules.

114.32.5 Appointment by transfer will cancel all other transfer requests which have been filed.

Sec. 114.33 Transfer from Position Not Full-Time

A permanent appointee to a part-time position or a position not full time on an annual basis and who serves under such appointment continuously for one (1) year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

Sec. 114.34 Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

114.34.1 Request for transfer shall be submitted on the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee of the department to which transfer is requested.

114.34.2 The position to which transfer is requested shall not be to a class with more than a five percent (5%) increase in compensation.

114.34.3 The Human Resources Director may administer any examinations which, in the judgment of the Human Resources Director, are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.

114.34.4 Employees so transferred, who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.

114.34.5 In the event of layoff of an appointee who occupies a position through transfer under the provisions of this section, such layoff shall be in accordance with the applicable provisions of the Layoff Rule. Seniority shall be calculated from the date of certification in the class from which transferred.

114.34.6 Employees transferred under the provisions of this section may request reinstatement to the former class in accordance with the Reinstatement Rule.

114.34.7 In the event that more than one (1) approved transfer to the same class is on file in the Department of Human Resources, preference shall be given to the appointee who has the longest service under civil service permanent appointment in the class from which layoff is to be made.

114.34.8 An appointee transferred under the provisions of this section shall serve a probationary period in the new class.

Sec. 114.36 Limited-Term Transfer

114.36.1 Definition

The transfer of a permanent appointee to a vacant position in the same class under another appointing officer for a specified duration of time may be approved by the appointing officers of both departments and the Human Resources Director and shall be known as a "limited-term transfer."

114.36.2 Purpose

The purpose of a limited-term transfer is to more efficiently utilize and exchange human resources among the departments of the City and County; to allow employees exposure and training in other departments; and to provide a mechanism for reducing staffing levels during slow periods or periods of fiscal emergency and to temporarily increase staffing during peak work periods.