



## Employee Request for Transfer

Permanent civil service employees who have completed probation can request a transfer to a different department. Transfers are only allowed within the same classification.<sup>1</sup> For example, if you are an 1822 with permanent civil service (PCS) status, you can only transfer to other 1822 positions. Submitting a request for transfer does not guarantee you will get a transfer. The appointing officer at the department you requested decides whether or not to accept your request.

The City offers four different types of transfers:

- A **general transfer** is when a PCS employee who has completed probation transfers from one department to another within the same classification. This is the most common type of transfer. See Civil Service Rule 114.32.
- A **limited-term transfer** is when a PCS employee transfers from one department to another within the same classification to fill a vacant position. This transfer is set for a limited duration. See Civil Service Rule 114.36.
- A **transfer from position not full time** is when a PCS employee in a less than full-time position transfers to a full-time position. See Civil Service Rule 114.33.
- A **transfer due to technological advances** is when a PCS employee subject to layoff due to technological advances or other factors transfers to a new classification. The new classification must have similar responsibilities to the one previously held. See Civil Service Rule 114.34.

For more information about each type of transfer, see excerpts from Civil Service Rule 114 attached to this form.

### Instructions

Read the instructions below carefully because you will need to complete the form differently depending on which type of transfer you are requesting.

**Step 1:** (For all transfer types.) Select the type of transfer you are requesting.

**Step 2:** (For all transfer types.) Fill out your employee information.

**Step 3:** (For all transfer types.) Fill out information about the department to which you want to transfer. Select only one department. You will need to submit separate Request to Transfer Forms if you are trying to transfer to more than one department. Remember that in most cases you must transfer within your current classification.

**Step 4:** (For general transfers only. Other transfer types skip to step 5.) Read the acknowledgement statement and sign to show you have read and understand it. Read this carefully and ask your human resources representative if you have any questions.

**Step 5:** (For all transfer types, except general transfers. General transfers skip to step 6.) Get a signature from the appointing officer or designee of your current department.

**Step 6:** (For all transfer types.) Get a signature from the appointing officer or designee of the requested department. This shows approval of your request to transfer. You will also need to fill in the position number for the position at the new department.

**Step 7:** (For limited term transfers only.) Get a signature from the Human Resources Director. This shows approval of your request to transfer.

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<sup>1</sup> This rule does not apply to transfers due to technological advances.

Type of Transfer Requested:  General Transfer  Transfer Due to Technological Advances  
 Limited-Term Transfer  Transfer from Part-time to Full-time Position

**SECTION I: Employee Information**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Current Class #/Title: \_\_\_\_\_ Current Department: \_\_\_\_\_  
Employee Email: \_\_\_\_\_ Employee Phone Number: \_\_\_\_\_

**SECTION II: Transfer Information**

Requested Class #/Title (transfers due to technological advances only): \_\_\_\_\_  
Requested Department: \_\_\_\_\_

**Acknowledgement by Employee Requesting a General Transfer:**

*I have read and understand Civil Service Rule 114, Appointments. I understand I will serve a probationary period following my transfer. I also understand that if I am released from the new department during my probationary period, I will **not be able to revert**, reinstate or reappoint to my current or former PCS position. This means I will lose my job at the City.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Current Department (not required for general transfer)**

Appointing Officer Name/Title \_\_\_\_\_  
Appointing Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Requested Department**

Position #: \_\_\_\_\_  
Appointing Officer Name/Title: \_\_\_\_\_  
Appointing Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources Director (for limited-term transfer only)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DHR use only:  Authority verified  Position verified List ID # \_\_\_\_\_ Initial/Date \_\_\_\_\_

## Excerpts from Civil Service Commission Rule 114 Appointment

### 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.