

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 104.06
SUBJECT: EMPLOYEE DEVELOPMENT	INITIAL EFFECTIVE DATE: 07/02/85
TITLE: TRANSFERS	LAST REVISION DATE: 11/19/18

ADMINISTRATIVE DIRECTIVE:

Transfers will be allowed within a division or from one division or department to another when they are in the best interest of the City and/or employee.

Transfers may be used to allow employees to move to positions with greater career potential, to change career fields, to move to a position for which the employee is more suitably qualified, to vary work location or conditions, to accommodate shifts in work loads across City departments, for disciplinary reasons, or other administrative reasons.

The purposes for employee transfers may be classified as:

1. Voluntary
2. Disciplinary
3. Administrative

Forms of transfers may include a lateral transfer, transfer to a lower position (demotion), or transfer to a higher position (promotion).

All transfers should be discussed with the Director of Human Resources or designee

ADMINISTRATIVE PROCEDURES:

I. VOLUNTARY TRANSFER

- A. In order to transfer, a vacant position must exist. Employees must meet all job requirements and, if the job is posted, complete all interviewing and testing required in the job announcement.
- B. The transferring employee must give at least two weeks notice to the releasing department prior to transfer. The releasing supervisor may waive this requirement.
- C. When the employee requests a voluntary transfer to a lower classification, this is considered a

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voluntary demotion. A request for voluntary demotion must be made by the employee in writing, approved by the Department head and the Director of Human Resources. A voluntary demotion must be in the best interest of the City of Denton and the specific department(s) involved before approval is granted. A thorough review of an employee's qualifications, work history, and documented performance appraisals should be conducted before a voluntary demotion is considered.

II. DISCIPLINARY (see Policy #109.01)

III. ADMINISTRATIVE TRANSFER

In certain circumstances administrative reassignment may be used. This procedure may be used in the following situations: (1) where job rotation or Civil Service procedures are in place, (2) when in the best interest of the organization, or (3) in the best interest of the employee.

IV. BENEFITS

Regular full-time employees who transfer from one department to another and remain regular full-time employees, shall continue to accrue benefits without interruption. Benefits will be adjusted appropriately if a change of status occurs.

V. PAY RESULTING FROM A TRANSFER

- A. Pay is typically reduced with a voluntary or involuntary **demotion** and should be consistent with the pay range for the lower classification. In no case shall a demoted employee's salary exceed the maximum of the new pay grade to which the employee is assigned, unless an exception is approved by the City Manager or designee. Supervisors should discuss pay considerations with the Director of Human Resources or designee. Demoted employees are eligible for performance increases at the time of review in the new position.
- B. Generally, when an employee is **promoted** (moved to a classification having a greater base rate of pay than the classification they are vacating) a promotional increase of at least 5% (or the new minimum) is granted to recognize the employee's experience and acceptance of a more demanding position. Supervisors should discuss pay considerations with the Director of Human Resources or designee.
- C. When an employee transfers to another position classification in the same pay range or is transferred to another department in the same classification, this is considered a **lateral transfer**. In most cases of lateral transfers, the employee's rate of pay will remain the same. Exceptions should be discussed with the Director of Human Resources or designee.