
Personnel Transfer Policy

905.1 PURPOSE AND SCOPE

To allow employees to transfer to other units and between services, within the Department. This policy applies to all Probation Department employees.

905.2 APPLICABILITY

This policy is applicable to all department employees.

905.3 POLICY

The Probation Department shall provide equal opportunities for voluntary transfers within the department to all employees in accordance with provisions of applicable MOA's.

905.4 DEFINITIONS

Administrative Transfer is a transfer of an employee within the department, initiated by the department based on the needs of the department, or to meet unusual situations.

Voluntary Transfer is a transfer of an employee within the department initiated by the employee.

Seniority is time served and is based on continuous service. All seniority is lost upon resignation or dismissal. Time served prior to a break in service will not count towards seniority time in classification, service and/or department with the exception of rights granted an employee through the County's layoff rules and procedures. Seniority for transfers shall be defined as follows:

- (a) Time in Classification: An employee with the greatest amount of time in the classification shall be determined to be the most senior employee.
- (b) Time in Service: In the event two or more employees have equal amounts of time in classification, the employee with the greatest amount of time in the Service shall be determined to be the most senior employee.
- (c) Time in Department: In the event two or more employees have equal amounts of time in classification and time in service, the employee with the greatest amount of time in the Department shall be determined to be the most senior employee.
- (d) Time in County Service: In the event two or more employees have equal amounts of time in classification, time in service and time in Department, the employee with the greatest amount of time in County Service shall be determined to be the most senior employee.

905.5 PROCEDURE FOR SUBMITTING TRANSFER REQUESTS

Employees eligible and interested in a voluntary transfer must initiate a request by submitting a Transfer Request Form (Prob. Form 502) or a Specialty Transfer Request Form (Prob. Form 4008).

Requests to cancel a transfer request must be submitted in writing to Department of Human Resources staff. It is the responsibility of each staff to keep transfer information up to date. All

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submitted transfer requests that have not been pulled are considered valid, and if an employee is offered a voluntary transfer based on their request, they are expected to accept the assignment.

Current transfer requests are posted on the Probation Sharepoint Site for supervisors to review before positions are filled.

Transfer requests are purged per MOA agreements. Professional staff requests are purged each April 1st (July 1st for Supervising Probation Officers) and all transfer requests will be on file for 12 months, until purged, or until a voluntary transfer requests for the employee is honored.

905.6 ELIGIBILITY FOR TRANSFER

- A. Probationary employees will not be eligible for voluntary transfers.
- B. Employees with documented performance problems and/or ongoing performance problems may not be eligible for voluntary transfers.
- C. Employees receiving a voluntary or promotional appointment/transfer must serve 12 months in that assignment before being eligible for another voluntary transfer.
- D. Employees administratively transferred do not have to serve 12 months in that assignment before eligible for a voluntary transfer and may file a voluntary transfer request immediately upon receiving notice of the administrative transfer.

An employee granted a voluntary transfer shall do so with the understanding that in the event that his or her performance in the new assignment is not satisfactory within the first six months of assignment, the employee may be returned to his or her former assignment or to another assignment by Administrative Transfer.

905.7 PROCEDURE FOR SELECTING STAFF TO FILL VACANCIES

Prior to filling vacancies, the supervisor filling the position will review all voluntary transfer requests. Careful consideration will be given to the eligible staff with the most seniority to fill any vacancy, although seniority will not be the sole criteria used. Unique needs of the service and/or assignments will also be considered when making selections.

Decisions not to select the most senior eligible employee must be approved by the DCPO of that service.

Hiring decisions in any promotional appointment will remain with the appointing authority, the Chief Probation Officer.