



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – OTHER
THAN LIST OF ELIGIBLES**

Subject

Transfer

The Department may fill a vacant position by transferring an employee from one Organization/City department to another Organization/City department (see Note under “Eligibility”) under the following conditions.

References:

City Charter Sections 52, 110(b), and 113

Civil Service Rule 138

Administrative Manual, Sections:

20-05, Appointment Process

20-07, Probation Report (Form 03289)

20-61, Report of Appointment (Form 2762)

20-62, Telephone Information & Personnel Record Report (Form 2069)

20-66, Registration Form—Transfer or Reassignment to Entry-Level Positions

20-67, Request for Transfer (Form Gen. 1 6-8)

20-69, Change of Duties Description Record Number (Form 2346)

80-21, Preparation of Form 723, Termination of Employment

100-10, Return-to-Work Examinations Applicable MOUs

DEFINITIONS

Regular Transfer—The assignment of an employee from one Organization/City department to a vacant position to which the employee may be legally assigned in another Organization/City department.

Tentative Transfer—The assignment, on a trial basis for a maximum of six months, of an employee who has completed a probationary period, from one Organization/City department to a vacant position to which the employee may be legally assigned in another Organization/City department.

ELIGIBILITY

An employee may submit a request for a transfer if:

- The employee has status in, or assignment rights to, the class to which the transfer is requested;
- There is a vacant position in that class in the receiving Organization/City department; and



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ELIGIBILITY (continued)

The appointing authorities of the employee's present Organization/City department and the receiving Organization/City department indicate approval by signing the transfer form.

Note; Employees who are in an Organization as a result of a functional transfer due to a reorganization may require a formal transfer as defined in this policy, even if moving to another organizational unit within the same Organization.

RESTRICTIONS

An employee cannot be transferred if:

- Employees with greater service in that class and classes of higher rank are being laid off in the employee's present Organization.
- The employee is serving a probationary period and the transfer is to a position in the same class, *unless* the employee's final rank in the examination from which the appointment was received would allow certification of the employee's name on the eligible list

EMPLOYEE ON LEAVE OF ABSENCE

A request for transfer in the same class may be processed for an employee who is on an approved leave of absence or on Workers' Compensation; however, the employee must return from the leave of absence to complete the transfer (refer to Administrative Manual, Section 100-10).

TRANSFER TO ENTRY LEVEL POSITIONS

Before a final selection is made to fill a position, the appointing manager is to give due consideration to employees who have a Registration Form for a transfer or reassignment on file with the Personnel Records Business Team.

Criteria to be considered in determining qualifications include, but are not limited to:



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- Department seniority
- Previous experience
- Training
- Attendance record
- Affirmative action/equal employment opportunities

TENTATIVE TRANSFER

A tentative transfer becomes final if the employee is not returned within six months of the effective date of the appointment

Prior to returning an employee to the former Organization/City department, all of the following must be notified by the appointing authority:

- The employee
- The General Manager of the Personnel Department
- The appointing authority of the Organization/City Department from which the transfer was made

PROBATIONARY PERIOD

If the probationary period is completed prior to the transfer, the employee shall not be required to serve another probationary period in the same Civil Service class.

If an employee transfers to another Organization/City department during the probationary period, the employee must begin a new probationary period.

If the employee was on a protective leave from a former class, the leave is automatically extended until completion of the new probationary period, *unless* the appointing authority notifies the employee, in writing, to the contrary.

APPROVAL REQUIREMENTS

For regular transfers, approval by the receiving Organization/City department is required; approval by the present department is requested by the Department of Water and Power.



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For tentative transfers, approval by the appointing authorities of both departments is required.

STATUS INFORMATION

Questions regarding the status of transfers are to be directed to the Personnel Records Business Team.



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PROCEDURE

Responsibility

Action

RECEIVING BUSINESS UNIT

Note: Before a selection is made to fill an entry level position, the appointing manager is to give due consideration to employees who have a Registration Form for a transfer or reassignment on file with the Personnel Records Business Team.

1. Complete Form Gen. 16-B, Request for Transfer, Voluntary Reversion or Class Change Under Charter Sec. 108, according to instructions in Administrative Manual, Section 20-67.
2. Transmit the original and three (3) copies to the Personnel Records Business Team.
3. Cross reference the transfer request with the appropriate termination forms for completion when the transfer is final.

PERSONNEL RECORDS BUSINESS TEAM

1. Process the forms, including securing the necessary approvals for transfers between departments.
2. If the transferee is from another City department, transmit Form 2173, General Employment Record (sign-up) Card, to the receiving business unit
3. Notify the business unit(s) of the action taken by the General Manager of the Personnel Department.
4. Forward Form 3289, Probation Report, to the business unit, if required.

RECEIVING BUSINESS UNIT

On the effective date of the transfer, complete the following, or Personnel Management System equivalent



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Transfer between Organizations

- Form 2346, Change of Duties Description Record Number (refer to Administrative Manual, Section 20-62)
- Form 2762, Report of Appointment (refer to Administrative Manual, Section 20-61)
- Form 2069, Telephone Information and Personnel Record Report (refer to Administrative Manual, Section 20-62)
- Add the new employee to the basic time reporting document per the *Manual of Procedure and Instructions for Reporting Time* issued by the Manager of Payroll and Timekeeping.

Transfer From Another City Department

- Obtain the approvals of the immediate supervisor, the business unit director, and the assistant general manager/unit manager, or their authorized designees on the sign-up card.
- Transmit the sign-up card to the Manager of Payroll and Timekeeping.