

**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**TRANSFERS
SOP #21-009**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

| Revision | Date | Responsible Department | Description of Change |
|----------|--------------------|------------------------|-----------------------|
| 1 | December 16, 2009 | Human Resources | Initial Release |
| 2 | September 19, 2012 | Human Resources | Revision |

APPROVALS:


Human Resources Director/Grace Garagozzo

2/5/19
Date


Town Administrator/Richard J. Lemack

2/7/19
Date

1-1. POLICY.

It is the intent of the Town of Davie to provide for the transfer of employees from one job to another, either at their own request or as a result of a decision by management when it is mutually beneficial to the organization and the employee.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, and Seasonal employees.

1-3. PROCEDURE.

- a. Management shall make every opportunity to ensure that every qualified employee has the opportunity to transfer and or compete for a promotional opportunity.
 1. It is the intent of the Town of Davie to provide for the transfer of employees from one position to another, either at their own request or as a result of a decision by management.
 2. Reasons for transfer may include, but shall not necessarily be limited to, fluctuations in department workloads, the more efficient utilization of personnel, increased career opportunities, personality conflicts, reasons of health, and personal situations.
 3. Temporary transfers may be made for periods of up to three months. They may be extended or made permanent when the reasons for the original transfer continue to be applicable.
 4. An employee's eligibility for transfer is determined by the requirements of the new job. In addition, an employee must have been performing in a satisfactory manner in his or her current job.
 5. Employees are considered as candidates for transfer in the following order:
 - (i) Eligible employees who are being considered for layoff due to a reduction in force in their present positions or due to the elimination of their jobs.
 - (ii) Eligible employees in the same department as the job opening; and
 - (iii) Eligible employees in other departments who have submitted requests in accordance with this Guideline to transfer to or to be considered for job openings in the particular department.

- 6.** When an employee desires a transfer to another job, the following procedure will be followed:

 - (i)** The employee will submit an In-House application form to Human Resources for any open, posted position for which they are qualified.
 - (ii)** Human Resources will determine whether the employee meets the minimum qualifications, and if so, will forward the application to the Department Director or designee in which the job opening exists.
 - (iii)** The decision whether to affect the transfer will be made by the Department Director in which the job opening occurs, with the consultation of Human Resources. In addition, although the rate of pay may remain unchanged, the Department Director, after consulting with Human Resources, will determine the rate of pay based upon budgetary constraints that exist.
 - (iv)** Transferred employees will be given up to one year as a probationary period. During this period, they will be assisted in adjusting to their new jobs. Unsatisfactory performance will be cause for returning a transferred employee to his or her original position or to a layoff status.
- 7.** Transferred employees will retain their existing job seniority until satisfactorily completing their probationary period. When the probationary period has been completed, their existing seniority will be transferred to the new job.
- 8.** Job openings which management intends to fill from within the Town of Davie will be posted regularly on the employee bulletin board or in the job opportunities section of the Town's website.
- 9.** A transferred employee will not be eligible to apply for another position until he or she has been in the new position for at least six (6) months, except when a transfer is made by a Department Director or authorized by Human Resources.
- b.** The Town Administrator or designee may transfer employees within departments or into other departments and other classifications when it is in the best interest of the Town of Davie.