

Title: Transfer
Policy Number: 113
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Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that in order for employee's to transfer to a different position or department, they are required to comply with standard hiring procedures at the time a vacancy occurs.

Comments:

- (1) To be eligible for a voluntary transfer, employees must apply for and meet the requirements of the new position.
- (2) Job openings for which a Department Head solicits candidates will be posted according to standard hiring procedures.
- (3) Eligible employees who request a transfer generally will be considered in the following priority:
 - (a) Employees in the same department as the job opening;
 - (b) Employees who are being considered for layoff because of a reduction in force or because of the elimination of their job; and
 - (c) All other county employees.
- (4) Transferred employees will be subject, in their new positions to an introductory review period of no less than sixty (60) work days in the new job assignment. At the discretion of the affected Department Heads, transferred employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists.
- (5) Transferred employees may be required to have a pre-employment medical examination, drug test or psychological evaluation if the examination is job-related and consistent with business necessity.

- (6) Benefits for transferred full-time employees generally will be handled as follows:
 - (a) Interdepartmental transfer. Employees who transfer to another division within the same department shall retain all accrued benefits.
 - (b) Transfer between County Departments.
 - (i) Vacation and sick leave hours shall transfer with the employee and shall continue to accrue based upon the employee's length of service with Pottawattamie County. Individual departments may place restrictions on vacation usage for transferring employees, while in their introductory review period.
 - (ii) The employee shall be paid for accrued compensatory time hours prior to the transfer.
 - (c) Insurance benefits shall remain unchanged.
 - (d) If the employee is eligible for longevity pay, the employee will be entitled to that longevity pay as outlined in the respective labor agreement or as designed by the annual longevity posting. Longevity shall continue to accrue based upon the employee's length of service with Pottawattamie County.
- (7) Pay for transferred full-time employees generally will be handled as follows:
 - (a) Employees transferred to a job within the same salary range will continue to receive their existing rate of pay and benefits.
 - (b) Employees transferred for disciplinary reasons, lack of work, budgetary reasons, reorganization, or at their own request to a job in a lower salary range will be paid at the lower rate when they begin the new job.
- (8) Transfers involving employees moving into, out of, or within any unit covered by a collective bargaining agreement will be handled according to the provisions of the contract.