

Employee Transfers

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1.0 POLICY

To enhance organizational effectiveness, the Town of Carolina Beach may allow employees to transfer from one position to another.

2.0 PURPOSE

Employee transfers, when permitted and practical, support the organization's abilities to foster employee career development, to meet employee interests, to resolve employee relations concerns and to increase the efficiency of Town business operations.

3.0 SCOPE

This policy applies to benefit-eligible employees.

4.0 DEFINITIONS

- 4.1 Benefit-Eligible - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 Transfer - The movement of an employee from a position in one job classification to a position in another job classification where no discreditable circumstances are involved (such movement is not considered a demotion).

5.0 ORGANIZATIONAL RULES

- 5.1 In all cases, supervisors must contact the Human Resources Department in advance of taking any actions permitted by this policy.
- 5.2 Eligibility for Salary Increases - Following a transfer, employees will continue to be eligible for salary increases in accordance with current year pay administration guidelines. In no case will an employee forfeit his opportunity for a normal merit-based salary increase as the result of his voluntary transfer to another position. See **Policy on Merit Salary Increases**.
- 5.3 Transfers through a Competitive Process - A transfer to a position assigned to a lesser salary grade as the result of the employee's participation in a competitive process may result in a decrease in the employee's salary.
- 5.4 Lateral Transfer - A transfer made at the employee's request to another position assigned to the same salary grade with no change in FLSA classification will not be accompanied by a change in the employee's rate of pay as a result of the transfer.
- 5.5 Requested Transfers to a Lesser Position - A transfer made at the employee's request to a position assigned to a lesser salary grade may require a decrease in the employee's salary.
- 5.6 Transfer at the Town's Request - A transfer made at the Town's request, not for cause (not a demotion), will not normally be accompanied by a change in the employee's rate of pay as a result of the transfer.
- 5.7 The movement of employees from one position to another like position in the same job class having the same FLSA status and assigned to the same salary grade is not considered a transfer for the purposes of this policy. In such situations, no change in the employee's salary is permitted.

6.0 PROCEDURES

- 6.1 Competitive Transfers - Employees interested in transferring to an existing vacant position should apply and compete for the position through the Town's normal recruitment and selection process. See **Policy on Recruitment and Selection**.
- 6.2 Voluntary Transfers - Employees interested in a transfer, not attained through a competitive process, should follow the process below.
 - A. The employee must make a request in writing to his supervisor, stating his desire to transfer and the reason for the request.
 - B. The supervisor should discuss the request with his Department Head.
 - C. The Department Head must respond in writing to the employee. The Department Head is not obligated to grant the request, but may do so when:
 1. The employee has provided the request in writing
 2. The request is not due to discreditable circumstances
 3. The supervisor's assessment of the employee's performance indicates the likelihood of successful performance in a different role.
 4. A position is available to accommodate the employee's request.
 - D. The employee must sign a statement agreeing to the terms and conditions of the transfer.
 - E. If approved, the Department Head forwards the original request, response and signed statement with the necessary paperwork to the Human Resources Department to execute the transfer.
 - F. The employee's request, the Department Head's response and the signed statement will be included in the employee's official personnel file.

7.0 APPENDIX, APPENDICES

None