

Transfer

307.1 PURPOSE AND SCOPE

It is the intent of the department that all requests for transfer are considered equitably with regard to the needs of both the department and the employee. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed as assignments are made.

307.1.1 DEFINITIONS

Departmental Transfer – A change of assignment within or between divisions, within or across Services, initiated by the department to meet business needs.

Voluntary Transfer – A change of assignment within or between divisions, within or across Services, as requested by the employee.

307.1.2 TRANSFER POLICY

Transfers are made for many reasons that include meeting departmental business needs, enhancing the career development of employees, and accommodating employees' personal goals and needs. The department encourages employees to seek broader experience through requests for voluntary transfer.

Periodically, the department will make transfers based on the needs of the department. Prior to officially posting such a transfer, the Chief Deputy or designee shall give advance notice to the employee in accordance with the current MOU.

The base salary and benefits, including scheduled wage increases, of a transferred employee shall be the same and the anniversary date shall not change.

307.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Salary Ordinance No. 440;
- Memorandum of Understanding.

307.3 REQUEST FOR VOLUNTARY TRANSFER

To request a voluntary transfer, an employee must meet the following requirements:

- (a) Work performance meets or exceeds departmental standards;
- (b) Have a minimum of 12 months in the current job classification within the current division;
- (c) Be willing to accept any assignment within the requested division; and
- (d) Have no pending disciplinary actions.

Riverside County Probation Department

Policy Manual

Transfer

Employees choosing to initiate a demotion to a previously held position may be placed on the transfer list in their previous classification upon receipt of a signed written request.

307.3.1 VOLUNTARY TRANSFER PROCEDURE

Requests to transfer within a division are submitted in writing to the Division Director via the Unit Supervisor.

Requests to transfer between divisions are submitted in writing to the Division Director via the Unit Supervisor on the Transfer/Assignment Form (attached). The Division Director shall review and sign the form, then forward the form to the appropriate Chief Deputy Probation Officer/Administrator, who sends a copy to the Probation Human Resources Division. The Department Human Resources Coordinator or designee enters the name on the "Transfer List" and publishes it to the department.

Transfer requests will remain active for one year or until granted or withdrawn in writing to the Division Director (intra-division) or the Department Human Resources Coordinator (inter-division).

The Transfer List shall be reviewed regularly by the Chief Deputies. When a vacancy occurs, the Chief Deputies, in conjunction with managers, shall review and consider the Transfer List. The Chief Probation Officer reserves the right to deny, or approve and implement transfers, according to the needs of the department.

Date(s) revised:

01/20/2016

06/08/2010

04/13/2009

01/02/2002

Created: 07/01/1986

Attachments:

[1. Transfer/Assignment Form](#)

Instructions:

1. Employee completes this form and keeps copy.
2. Original to supervisor.
3. Supervisor reviews and forwards to Division Director.
4. Division Director reviews.
 - a. Keeps if within Division.
 - b. Forwards to Chief Deputy.
5. Sends copy of reviewed form back to employee.
6. Chief Deputy forwards to Personnel Services.

**RIVERSIDE COUNTY
PROBATION DEPARTMENT
TRANSFER/ASSIGNMENT FORM**

Date: _____

TO: Department Human Resources Coordinator

SUBJECT: Application for Transfer

NAME & JOB TITLE: _____

DATE IN CURRENT DIVISION & AREA OFFICE: _____
(Example: 2/1/14 – Adult Services/Banning)

I request my name be placed on the Transfer List for the following assignments:

Division	Section

I am requesting the above transfer for the following reasons (please do not include confidential information): _____

I have had the following experience in the Department*:

Division/Assignment (e.g. Desert Division / Juvenile Investigations)	Title	Inclusive Dates	Total Months

*Start with the current assignment and be sure to include any institutional experience.

I understand that my request for transfer expires one year from the date of request.

Applicant's Printed Name

Applicant's Signature

Supervisor Review:	
Transfer criteria met:	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Reviewed by (print name)	

I certify that the above named employee has met all requirements for transfer according to the Transfer policy.

Director's Signature: _____ Date: _____