

		<b>Policy #</b> <b>110</b>
<b>Subject:</b> Employee Initiated Transfers – Interdepartmental and Interclass		
<b>Responsible Department:</b> Personnel Services		
<b>Effective Date:</b> 10/1977		<b>Revision Date:</b> N/A
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### 1. **Purpose**

To state the County's policy regarding processing County employee requests for interdepartmental and interclass transfer. To state County policy regarding transferring out of a selectively certified position.

To qualify for interdepartmental or interclass transfer, an employee must meet the eligibility requirements established in this policy. The Department of Personnel Services (DPS) determines employees' eligibility for interdepartmental and interclass transfers. DPS may require an examination to test the skills, knowledges, and abilities of employees who request interclass transfer.

Refer to County Personnel Policies and Procedures, Limited Term Appointments, regarding limited term employee transfers.

### 2. **Authority**

Personnel Ordinance, Section 2.78.315 – Transfer

### 3. **Scope**

This policy applies to each County employee requesting an interdepartmental or interclass transfer, or transfer out of a selectively certified position.

#### Interdepartmental Transfers

Interdepartmental transfers require the approval of the employee's current hiring authority and the approval of the hiring authority for which the vacant position exists.

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### Interclass Transfers

An interclass transfer may be within a department or between different departments. Hiring authorities are not obligated to grant an interview to transfer candidates.

Employees who transfer with permanent status are not required to complete a probationary period in the new class.

Approved transfer applications remain active for one year or until the employee is appointed, whichever comes first.

Employees are qualified for an interclass transfer provided all of the following occurs:

- Employee meets the minimum qualifications for the class; and
- Employee meets the employment standards and passes the transfer exam, when administered; and
- Employee submits the required transfer application materials for each class;
- DPS approves the transfer; and
- Approval of the employee's current hiring authority and the approval of the hiring authority for which the vacant position exists; and
- The salary rate for each position meets the Personnel Ordinance and/or Labor Agreement criteria.

Employees are ineligible for an interclass transfer under either of the following conditions:

- After failing the most recent competitive examination for the requested class, the employee is ineligible for six months; or
- After failing a transfer exam, the employee is ineligible for twelve months.

### Exceptions

#### Transfer within a Class for Selectively Certified Employees

A selectively certified employee assigned for less than one year to a position requiring a special skill may transfer only to another position requiring the same special skill (See Sacramento County Personnel Policies, Selective Certifications). Some labor agreements contain a time limit other

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than one year. Refer to the applicable labor agreement, if applicable, to determine the appropriate period of time for the specific class.

Definitions

Demotion: A change between classes where the maximum salary rate of a class to which the employee is appointed is one step (approximately five (5) percent) or more lower than the maximum salary rate of the former class. (Sacramento County Personnel Ordinance, Section 2.78.228)

Employment standards: Specific minimum qualifications and any special requirements for each individual class as listed in the class specification.

Interclass transfer: A change from one class to another when the maximum salary rate of the class to which the employee is transferred meets the criteria required in either the Personnel Ordinance, Section 2.78.294 or the applicable negotiated labor agreement, which is less than one step (approximately five percent) higher.

- Interclass transfer salary requirement: the top step of the employee's current class must be within five (5) percent of the top step of the highest range of the class requested for interclass transfer, unless otherwise specified within the applicable labor agreement.

Interdepartmental transfer: A change from a position in one department to a position in another department when the positions are in the same class.

Promotion: Advancement from a position in one class to a position in a higher class, defined as one having a maximum salary rate at least one step (approximately five (5) percent) higher than the employee's former class. (Sacramento County Personnel Ordinance, Section 2.78.266)

Qualified employee: An employee who meets the employment standards for the class to which the transfer is requested.

Transfer examination: An examination administered when DPS determines that the employee has not been tested previously for the skills, knowledges, and abilities applicable to the class requested for transfer.

Transfer list: A list that contains the names of employees who have established eligibility for interdepartmental and/or interclass transfer.

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Names are removed from these lists after transfer or 12 months of eligibility, whichever comes first.

**4. Procedures** Not Applicable

**5. Review** Not Applicable