

## **INTRODUCTION**

The City of Taft shall consider employee requests for transfer to another type of work, department or shift after successful completion of the probationary period, provided the request for transfer has been approved by the employee's Department Head. Employees may request transfer to better use existing capabilities, to effect career growth or promotional opportunities or to resolve personal problems.

The City of Taft does hereby reserve the right to initiate employee transfers should such transfer be in the best interest of the City, its residents and its employees.

## **EMPLOYEE REQUESTED TRANSFER**

1. Transfer applications shall be submitted to the Personnel Officer as a memorandum from the employee.
2. Upon receipt of a transfer application, the Personnel Officer shall immediately notify the employee's Department Head that the employee has requested transfer to another position.
3. Transfer applications shall be valid for ninety days and may be extended ninety days by the Personnel Officer to provide adequate transfer opportunity.
4. Transfer applications shall be considered according to demonstrated job performance, attendance and employee qualification.
5. Reasonable consideration shall be given to all employee transfer requests provided such transfer does not adversely affect the City and its residents.
6. In considering employee transfer requests, the most effective use of employee capability as determined by the City shall be the controlling factor.
7. Equal transfer consideration shall be granted all qualified employees regardless of race, color, religion, sex, age or national origin.
8. To assure compliance with the procedure, employees of the City of Taft shall be released for transfer consideration unless it can be shown that a qualified replacement is unavailable; that an employee's reasons for requesting transfer may be resolved in the present assignment; or that the action is inconsistent with the needs of the City of Taft.
9. Employees shall be selected for transfer by agreement of the losing and gaining Department Heads and will normally be released for a new assignment within fifteen days following the date of selection. Longer retention of a transferred employee shall be negotiated between the losing and gaining departments.

10. Those employees of the City of Taft transferred to a position vacancy shall serve the required probationary period in accordance with provisions of the City's Probationary Policy (Section 109 of this manual).
11. Transfer activity initiated in accordance with provisions of this policy shall be limited to those transfers in which an employee is requesting transfer from one position to another position in a similar classification.
12. For purpose of this policy, a similar classification shall be defined as a classification having the same maximum salary, which requires the employee to perform similar duties and which requires substantially equal job qualifications.

### **CITY INITIATED TRANSFERS**

1. The City of Taft may initiate employees transfers should such transfer be in the interest of the City, its residents and its employees.
2. Should a City initiated transfer involve transfer from one department to another, such transfer shall require the consent of both the losing and gaining departments unless the action is ordered by the City Manager acting as appointing authority in accordance with provisions of the Taft Municipal Code.
3. Employees of the City of Taft transferred to a position vacancy shall serve the required probationary period in accordance with provisions of the City's Probationary Policy (Section 109 of this manual).
4. Employees transferred at the City's initiative who fail to perform satisfactorily in a newly assigned position shall be returned to their former position or a position requiring similar skill and in a similar pay grade.
5. Transfer activity initiated in accordance with provisions of this policy shall be limited to those transfers in which an employee is transferred from one position to another position in a similar classification.
6. For purpose of this policy, a similar classification shall be defined as a classification having the same maximum salary, which requires the employee to perform similar duties and which requires substantially equal job qualifications.
7. Transfer activity initiated in accordance with provisions of this policy shall not be used to circumvent promotional, disciplinary and other provisions of the Taft Municipal Code or the Personnel Policies and Procedures of the City of Taft.