

**CHANGES TO POSITIONS****1.3.1****A. TRANSFERS**

An employee must be in his or her position for a minimum of 6 months before he or she may request a transfer. A transfer means the reassignment of an employee from one position to another position in the same classification or another classification having the same salary range, involving the performance of basically the same or similar duties, and requiring substantially the same minimum qualifications. The employee must make a written request to the Department Head for consideration and the position to which the transfer is requested must be vacant. The employee's current Department Head may deny the transfer request in his/her sole discretion. A transfer may be granted only on the approval of any affected Department Head, in consultation with the HR/Risk Management Director.

If an employee voluntarily transfers to another position in the same or comparable classification and is not successful, the HR/Risk Management Director, in consultation with the affected department head, may return the employee to his/her former position. There is no guarantee of placement back into the previous position or to another position. The employee does not have property interest in the previous position and waives the right to be reinstated upon acceptance of a transfer.

The employee's salary evaluation date shall remain the same as it was before the transfer.

Based on the needs of each department, the City reserves the right to transfer employees to other positions in the same classification or comparable classification to maintain efficient and productive workflows.