



## STANISLAUS COUNTY PERSONNEL MANUAL TRANSFER POLICY

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### **TRANSFER POLICY**—Personnel Regulation

The following policy prescribes the procedure to be followed in administering interdepartmental transfer request:

1. A transfer under this policy means a move from one department by an employee in one classification to a position in the same or comparable classification in another department. This policy does not apply to or restrict employees in matters of promotion, voluntary demotion or transfers between positions within the same department.
2. All employees seeking a transfer will complete the online transfer application in NeoGov. Applications can be submitted @ [www.stanjobs.org](http://www.stanjobs.org) at the Job Opportunities page and then Transfer Opportunities (Employees Only).
3. All transfer requests will be maintained on file for a period of six months. Extension of the transfer request will be made only upon the request of the employee prior to the six (6) month expiration date.
4. A separate transfer application is required for each position.
5. Employees are eligible to transfer to positions in other County departments in a classification which they currently hold or formerly held (either higher or lower than the present classification--see Reinstatement), or to lower level positions within a classification series, e.g., Account Clerk III to Account Clerk II. Employees seeking promotion or transfer to positions not within the classification series, e.g., Road Maintenance Worker to Deputy Sheriff- Custodial, must complete an interest card or application and compete in the recruitment/selection process.
6. Employees requesting transfer and meeting the minimum qualifications for a particular classification may be certified to the department for interview as vacancies occur. The Department Head or designee is not limited to considering or appointing only employees certified as candidates for transfer.
7. Intra-departmental transfers will be handled for each department on an individual basis and as provided for by applicable Memorandum of Understanding provision.

**See Tab 5, Page 11 for more information.**



## STANISLAUS COUNTY PERSONNEL MANUAL TRANSFER PROCESS

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### **WHAT IS A TRANSFER?**

When an employee moves from one department to another in the same or a comparable classification.

### **WHO IS ELIGIBLE FOR TRANSFERS?**

Any employee is eligible to transfer. A part-time employee is eligible to transfer into another part-time position however, a part-time employee is not eligible to transfer into a full-time position without competing in the open recruitment process. Employees are eligible to transfer at any time; there is not a set length of employment required.

### **HOW ARE TRANSFERS SENT TO DEPARTMENTS?**

Once the Chief Executive Office has determined a department has an open position, the department is able to ask for the transfer list to be included on their Requisition in NeoGov. The department can choose to interview the entire transfer list along with the eligible list names, some of the transfer list, or none of the transfer list.

### **HOW LONG WILL I BE ON THE LIST?**

Transfers are good for six (6) months. However, if you wish to extend your transfer application all you need to do is notify the CEO/Personnel at 209-525-6341 prior to the six (6) month expiration date. Otherwise, a new transfer application must be submitted.

### **HOW DO I GET A TRANSFER FORM?**

The transfer application must be completed in NeoGov at [www.stanjobs.org](http://www.stanjobs.org) Job Opportunities and then Transfer Opportunities (Employees Only).