

7.01 TRANSFERS

Lateral Transfers

Lateral transfers to vacant, budgeted positions within the Auditor's Office or between a City bureaus and the Auditor's Office are available to employees who occupy the same classification. The City Auditor may deny a transfer into the Auditor's Office if the Auditor determines that the employee requesting the transfer presents has an actual or perceived impairment to independence.

Regular employees who ~~and~~ have completed their initial probationary period prior to a transfer do not need to serve an additional probationary period. A limited duration employee may ~~however,~~ transfer to a permanent position in the same classification but shall serve a probationary period in accordance with the HRAR administrative rule on Promotions. With written justification that the limited duration employee has been subject to an appropriate evaluation period, the City Auditor may waive this requirement for transfers into the Auditor's Office, and the Human Resources Director may waive this requirement for transfers from the Auditor's Office to a City bureau.

~~The Human Resources Director may waive this requirement upon request and showing that the limited duration employee has been subject to an appropriate evaluation period.~~ A lateral transfer is also available to a different classification within the same pay range where the employee held regular status in the requested classification and completed their initial probationary period in that classification. An employee must be on the lateral transfer list in order to be eligible for effect a transfer.

An employee ~~may request~~ seeking a lateral transfer within the Auditor's Office must submit a request to Management Services. ~~by submitting a request on line.~~ Once an employee has placed their name on the transfer list, it shall remain on the list for a maximum period of six months. ~~An employee's name will be removed from the list if they transfer or if the employee requests removal of their name from the list.~~

An employee who holds regular status in a classification may not apply for another position in that classification through the recruitment process. They must follow the process outlined for lateral transfers to be considered for employment within their same classification.

The Auditor's Office will include names on the internal transfer list when identifying certifying qualified candidates during recruitments for vacant positions, or the Auditor may opt to appoint a qualified internal candidate to a vacant position in the same classification or a classification with the same pay range at the Auditor's discretion. ~~When certifying qualified candidates from the appropriate eligible lists, the Bureau of Human Resources Management Services shall also submit include the names of those employees who have requested transfer within a classification, however, T~~ there is no guaranteed right of transfer to a vacant position. See Administrative Rule on Compensation.

Expanded Transfers

Expanded Transfers are transfers to job classifications that have a maximum pay rate of not more than 20% above or below the maximum rate of the job classification from which they hold regular status ~~and transfer~~. Regular, non-represented employees, and represented employees whose bargaining representative has agreed to expanded transfer and who have completed probation, may ~~use~~ utilize Expanded Transfers in accordance with the following criteria:

1. A ~~citywide~~ competitive process, available to all interested employees, must be used in recruiting and selecting an employee to fill the position. The ~~Director City Auditor of Human Resources~~ may waive the ~~citywide~~ competitive process in the event the Expanded Transfer is being offered to an employee whose position is being eliminated or who is going to be bumped. This waiver does not apply to classification actions that impact an employee's position unless there is clear evidence the position had been misclassified, that it is being reclassified to more accurately describe the work, and there are no substantive changes in the duties and responsibilities assigned to the position.
2. The employee must meet the qualifications of the position description as determined by the ~~Bureau City Auditor in consultation with Management Services of Human Resources~~; and
3. The ~~Director of Human Resources City Auditor~~, or a designee, and the hiring authorities of the affected bureaus must approve the transfer; and
4. No layoff list can exist in the classification for which transfers are being sought; and
5. There are no qualified injured workers available; and
6. An Expanded Transfer may not move an employee from journey to supervisory or supervisory to managerial levels; and
7. An employee who transfers to a different job class through expanded transfer shall serve a probationary period as prescribed in the Administrative Rule on Probation; and
8. If ~~an~~ employees ~~is~~ are dismissed during the probationary period following an expanded transfer, ~~they~~ he/she shall have return rights to a classification in which ~~they~~ he/she formerly held status, beginning with the most recently held classification.

Expanded transfers may also be used during a period ~~of time~~ declared by Council in response to a fiscal emergency or other decrease in City revenue sources. ~~The~~ criteria for expanded transfers in times of fiscal emergency are outlined in the Employee Transition Services Plan. In addition, the ~~Director of Human Resources City Auditor~~ may waive the competitive process because an employee whose position is being eliminated or is being bumped as the result of the elimination of a position has applied for the transfer.

An employee who voluntarily demotes through an expanded transfer may return to the higher classification through the reinstatement process.

An expanded transfer to a classification with a lower maximum pay rate shall be considered a voluntary demotion for purposes of compensation and seniority accruals. An expanded transfer to a classification with a higher maximum pay rate shall be considered a promotion for purposes of compensation and seniority accruals.

**Administrative Rule
History**

~~Adopted by Council March 6, 2002, Ordinance No. 176302~~
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