

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 4-3
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Promotion and Transfer

OVERVIEW: This policy identifies and defines the promotion and transfer as it applies to employment with Alachua County. Compensation associated with promotion and transfer is outlined in the Compensation section.

SCOPE: This policy applies to all persons employed by the Board of County Commissioners except for Board Appointees, Executive Service Appointees, Management and Legal Intern Appointees and Unclassified Service employees.

PROVISIONS:

1. **Promotion.** The appointment of an employee to a position with a higher pay range than the employee's current position.
2. **Transfer.** Appointment to a different position that may occur before and during the posting of a position. An employee may apply for a transfer by submitting a Transfer Form (Appendix C), or an official application form, to the Human Resource Office. A department director may approve a transfer within the department. Approval authority for transfers between departments will be with the director of the department accepting the transferring employee.
 - a. Transfer. Appointment to a position with the same pay range.
 - b. Voluntary Transfer. Voluntary transfer to a position with a lower pay range.
3. **Administrative Transfer.** A non-elective transfer of an employee made by the Administrating Official for the good of the organization.
 - i. The Administrating Official shall set the salary, which may be lower than the employee's salary prior to the transfer.

County Manager

County Attorney