

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.: 5-6
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Transfers

OVERVIEW: A transfer is an assignment to a position with the same or lower pay range. This policy describes the salary actions associated with employee transfers.

SCOPE: This policy applies to all persons employed by the Board of County Commissioners in a classified position.

PROVISIONS:

1. **General Rule.** If the employee is moving from a higher classification to a lower classification, this will result in the reduction of the employee's salary. If the transfer is within the same classification the employee's salary will stay the same.
2. **Exceptions to the General Rule.**
 - a. The gaining department director has the discretion to allow the employee to retain his/her current salary up to the midpoint of the new salary range.
 - b. The Administrating Official has the authority to allow the employee to retain his/her current salary between the midpoint and the maximum of the salary range. In no case can the employee's salary exceed the maximum of the new salary range.
 - c. Budgetary constraints must be followed when making compensation decisions.
3. **Administrative Transfer.** A non-elective transfer of an employee made by the Administrating Official for the good of the organization.
 - a. The Administrating Official shall set the salary, which may be lower than the employee's salary prior to the transfer.
4. **Reclassification.** The salary of an employee who is reclassified to a lower classification shall be set according to this policy.

County Manager

County Attorney