

	City of Cedar Park Human Resources Policy Manual		
	Transfers		
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1.0 Policy

A transfer may be made administratively or in conjunction with an announced selection process.

2.0 Procedure/Rule

- 2.1 A lateral transfer is the assignment of an employee from one position to another position in the same pay class within the City. A transfer may be made within a division of a department or from one department to another when it is in the best interest of the City and/or employee.
- 2.2 A transfer may be requested by an employee, the employee's supervisor or the Department Head. The Human Resources Director shall review a lateral transfer request.
- 2.3 An employee making a lateral transfer shall continue to receive the same salary.
- 2.4 An employee shall be employed with the City for six months or longer to apply for a transfer to a vacant position when the position is advertised or posted. An exception may be granted by the City Manager when such transfer is in the best interest of the City.
- 2.5 The transfer process is described below:
 - 2.5.1 Application. An employee applying for a transfer shall complete an on-line application.
 - 2.5.2 If an employee is selected to fill the vacancy and the transfer has been reviewed by Human Resources, the Hiring Manager shall contact the employee's current Department Head to establish a mutually agreed-upon transfer date. A transfer normally shall be effective the first day of a payroll period. The gaining department initiates the personnel transaction.
 - 2.5.3 With the City Manager's approval, a transfer may be made administratively when it is determined to be in the best interest of the City.