



ADMINISTRATIVE TRANSFERS

I. PURPOSE

To encourage teamwork among City departments to achieve *our* common goals.

II. SCOPE

This policy applies to all City positions.

III. POLICY

A transfer is the reassignment of an employee from one position to another. A transfer not involving promotion or demotion may be effected at any time for administrative convenience. Transfers may be made administratively or in conjunction with an announced selection process. Transfers between job levels or between departments shall become effective following approval of the Division Directors and the City Manager.

IV. GUIDELINES

- A. Transfers will typically occur between positions with the same pay grade.
- B. Transfers will typically occur between positions with similar responsibilities and/or functions.
- C. All transfers will be reviewed by the Human Resources department prior to being submitted to the City Manager for final approval, if necessary.