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| POLICY TITLE: Employment: Transfers | | | NUMBER 201.00 |
| APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i> | | | Page <u>1</u> of <u>2</u> |
| ISSUE DATE: March 7, 1983 | REVISION DATE: | REVISION NO. | EFFECTIVE DATE: March 7, 1983 |

Policy Statement: It is the policy of the City of Houston to permit employees to transfer from one department to another when appropriate and with the approval of the Civil Service Commission and the department heads of both departments concerned.

Policy Basis: Section 12-225 of the Code of Ordinances

Policy Amplification: With approval, the following types of inter-departmental transfers (from one department to another) may be authorized:

- 1) Lateral transfer, that is a transfer to a different department and/or classification or position with no change in salary and which does not result in a promotion or demotion; and
- 2) Promotional transfer, that is a transfer to a different classification or position which results in a promotion. A promotion being defined as a change in the employment status of an employee to a position of more responsibility as demonstrated by a higher classification or salary grade; and
- 3) Demotional transfer, that is a transfer to a different classification or position which results in a demotion. A demotion being defined as a reclassification of an employee to a lesser position and/or salary grade lower than that otherwise currently held which results in a reduction in salary; or as an involuntary reduction in an employee's salary effectuated without a change in classification.

When the best interests of the City may be thereby served, the commission, at the request of the department head, may approve transfers in lieu of layoff to vacancies of employees who are about to be displaced for reasons not reflecting upon the efficiency, character, conduct, or capacity of those employees. When such transfer as approved results in a promotion, all minimum requirements in the selection procedures for the position must be met before the employee's transfer is effected.

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A department head may transfer an employee intra-departmentally to another position within the same department without the employee's consent if such action is in the best interests of the department and if the employee's classification and/or salary is not affected.

Policy Compliance: All employees through the Department/Division Director shall comply from policy date forward.

Policy Exception: The Personnel Director shall institute procedures and designate forms for carrying on all of the activities involved in transfer transactions coming under the jurisdiction of the Commission and shall review and consider all policy exceptions and/or violations for appropriate action.