

**Article 3: Civil Service**

**Division 10: Transfers**

**§23.1001 Transfers**

(Rule IX of the Rules of the Civil Service Commission)

All requests for transfer must be made in writing and subject to the approval of the Personnel Director. Transfers may be made upon the request of the employee or upon the request of the appointing authority who must give at least a week's notice to the employee concerned.

- (a) Interdepartmental Transfers: The transfer of an employee from a position in one department to a position in the same class in another department shall be called an "Interdepartmental Transfer," and may be made upon written request of the appointing authorities concerned or by an employee; provided, however, that whenever the Personnel Director shall certify that a permanent employee must be transferred from one department to another as a result of an officially approved layoff under the provisions of Rule V, the appointing authority who has a vacancy in said employee's class or subdivision thereof, shall appoint said employee to said vacancy. In any event, if, at any time within 60 days from the time of transfer, the services rendered by the employee in the position to which he/she has been transferred are not satisfactory, the employee shall be transferred back to the former department.
- (b) Class Transfer. The transfer of an employee from a position in one class to a position in another class for which the maximum rate of pay is the same, shall be called a "Class Transfer" and may be made under the same conditions as provided for in "Interdepartmental Transfer."
- (c) Transfer for Temporary Work. Transfers for temporary or emergency work may be made after first obtaining the consent of the Personnel Director.

*(Amended 10-11-1993 by O-17994 N.S.)*