

 Metro | *Policies and procedures*

Subject Transfers and Demotions
Section Human Resources
Approved by Office of the Executive

EXCERPT FROM EXECUTIVE ORDER 88 (2005)

Policy is under review. Numbering has been changed from original manual; content is from former Section 19, E.O. 88 (2005).

TRANSFERS AND DEMOTIONS

1. **Transfers.** A lateral transfer is the voluntary or involuntary movement of an employee from one position to another position in the same classification, or the voluntary or involuntary movement of an incumbent employee's position. Lateral transfers within the same classification and with the same duties do not require a new probationary period. Lateral transfers within the same classification but with significantly different duties require a three-month probationary period. An employee's salary rate will remain the same for all lateral transfers.
 - a. **Involuntary Transfer.** A lateral transfer of an incumbent employee without the consent of the incumbent employee may be made due to operational needs or as a result of disciplinary action, but the incumbent employee must be given 10 calendar days prior notice. The incumbent shall be transferred with the position.
 - b. **Voluntary Transfer.** Regular employees may apply for a transfer to a vacant position by applying through the established internal recruitment process only.
2. **Voluntary Demotion.** A regular employee may apply for a voluntary demotion by applying through the established internal recruitment process only.