



City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

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Number: I-13 Effective Date: 11/11

**SUBJECT: EMPLOYEE TRANSFERS**

**PURPOSE:**

To establish uniform procedures for current City of Riverside employees who apply for transfer within a department or to another department within the City of Riverside.

**DEFINITIONS:**

1. Intra-departmental Transfer: An intra-departmental transfer is defined as an internal rotation from one assignment to another within the same department and within the same classification.
2. Inter-departmental Transfer: An inter-departmental transfer is defined as an appointment from one department/division to another within the same or comparable classification with the same maximum salary range, and for which the employee fully meets the qualifications of the lateral position.

**POLICY:**

1. Intra-departmental Transfer - City employees desirous of a lateral transfer within their department (intra-departmental) shall follow departmental procedures for requesting such consideration. All intra-departmental transfers shall be at the same job classification and shall be approved by the department head.
2. Inter-departmental Transfer - City employees desirous of a lateral transfer between departments (inter-departmental) must meet the following considerations:
  - a. Employees may only apply for inter-departmental transfer for positions that are currently being recruited for within their same job classification and/or those comparable classifications with the same maximum salary range, for which the employee fully meets the qualifications of the lateral position.
  - b. Employees must complete a City of Riverside on-line Internal Transfer application which will be submitted to the Human Resources Department for review. If it is determined that the requesting employee meets the

established criterion and is qualified for the position, he/she will be placed on the appropriate eligibility list for consideration by hiring departments.

- c. Employees must be in good standing in their current position.

Any exceptions to the above must be approved by the Human Resources Director.

- 3. Special Considerations for Transfer - The Human Resources Director may also consider and authorize the temporary or permanent transfer of a qualified employee where it is deemed appropriate, consistent with past practice, and/or feasible based on business necessity, under the following circumstances:

- a. For rotational and career development purposes where both affected department heads and respective employees have agreed to an exchange;
- b. As a result of, or during the course of, an internal investigation when it is determined to be in the best interest of the parties involved, and where such movement can be accommodated;
- c. As a result of a reasonable accommodation under State and/or Federal law; or
- d. As a result of an internal reorganization.
- e. In lieu of a layoff or as a result of an employee exercising their bumping rights.

- 4. Placement/Movement within a Salary Range:

An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, whether in the same or another department, shall:

- a. Receive the same salary step in the new range as held in the former position (see Salary Plan Administration Policy).
- b. Maintain the same merit increase date as prior to the transfer.

- 5. Probation and Probationary Periods:

Intra-departmental Transfer: An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, in the same department, shall not be required to serve a new probationary period.

Inter-departmental Transfer: An employee transferred from a position in one job

class to a position in the same or parallel job class having the same maximum rate of pay, in another department shall be required to serve a new probationary period. Such probationary period shall be for 6 months (13 pay periods) of continuous service for all classifications and employee bargaining units.

Transfer (in lieu of layoff or bumping): An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, in another department, shall not be required to serve a new probationary period when the transfer occurs in lieu of layoff or bumping.