


POLICY 132	EMPLOYEE TRANSFER INFORMATION FORM	
	Revised: 01/04, 04/06, 03/07, 06/07, 05/13, 12/13, 06/22	RELATED POLICIES: 405
	CFA Standards:	REVIEWED: AS NEEDED

A. POLICY

This Policy is to define the guidelines for the use and routing of a request for an Inter-Department transfer. The Employee Transfer Information Form will be utilized when an employee, sworn or civilian, is moved from one authorized position or classification to another authorized position or classification due to promotion, re-classification, transfer (including temporary transfer), or light duty, which are for a minimum of one pay period.

B. PURPOSE

The Employee Transfer Information Form will be used for promotions, permanent transfers, temporary transfers, change of district or shift, re-classification, etc., which are for a minimum of one pay period.

C. PROCEDURE

1. The following procedure will be followed for these types of transfers:
 - a. Temporary Transfers
 - b. Light Duty Transfers
 - c. Change of Shift (with the exception of annual shift change)
 - d. Change of District (with the exception of annual shift change)
 - e. Change of Days Off (If duration is more than a pay period)
 - f. Change of Bureau, Division or Unit
 - g. Re-classification
 - h. Change of hours
2. It is the responsibility of each supervisor to approve and forward through their direct chain of command and the "Pending Transfer Order" distribution list for tracking purposes in a timely manner.
3. Information to be included on the Transfer Order Information Form:
 - a. Name

- b. CCN
 - c. CEN #
 - d. Bureau/Division/Unit/District/Shift being transferred from
 - e. Bureau/Division/Unit/District/Shift being transferred to
 - f. Old days off and New days off
 - g. New phone number
 - h. Effective Date (All transfer requests must take place on a Sunday)
 - i. Whether any monetary allowance is due, i.e.: FTO, clothing, shift differential, etc.
4. The current supervisor of the employee being transferred shall be responsible for providing the employee with a copy of the transfer order.
 5. Once approved by the Assistant Chief of the affected Bureau, the Transfer Order Information Form will be disseminated via the “Transfer Orders” distribution list.
 6. All necessary systems will be updated upon final approval of the Transfer Order Information Form by the affected Bureau Assistant Chief.
 7. TeleStaff will be updated by the TeleStaff Administrator and necessary adjustments regarding pay assignments will be made by Payroll and the Finance Division.
 8. The original form will be maintained in the employee’s personnel file.
 9. This form is the only notification payroll and finance will receive in order to initiate or discontinue clothing allowance, FTO pay, Shift Differential, or any other type of monetary allowance.
 10. Transfers are to be handled in the following manner for those employees that are assigned to the FTO Program:
 - a. The Sergeant of the FTO Program will submit the ‘phase schedule’ to the Assistant Chief of Operations for approval.
 - b. Once approved by the Assistant Chief of Operations, the ‘phase schedule’ will be disseminated via the “Transfer Orders” distribution list and shall be used to initiate or discontinue Shift Differential.
 - c. This form is the only notification payroll and finance will receive in order to initiate or discontinue clothing allowance, FTO pay, Shift Differential, or any other type of monetary allowance.