


<b>SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT</b>	<b>POLICY NUMBER:</b>  509	<b>EFFECTIVE DATE:</b>  August 21, 2013
	<b>SUPERSEDES:</b>	
<b>APPROVED BY:</b>  <b>CHIEF PROBATION OFFICER</b>	<b>TITLE:</b>  <b>LATERAL TRANSFER POLICY</b>	

1. **Policy**

Work assignments and transfers to work assignments are made to meet the operational needs of the Department and are subject to the approval of the Chief Probation Officer, who may delegate this responsibility to his/her designee. Assignment/reassignment decisions generally will be made by management staff, who will consider the operational needs of the Department and other factors in making assignment and transfer decisions. Specific factors that will be considered include: workload trends, existing vacancies, an employee's skills/abilities, an employee's training and job experience, Department seniority and time in present assignment, level of performance in present or other assignments and the employee's preference as to assignment and job location.

2. **Procedures**

- A. **Time in Position:** When feasible, staff will be required to remain in a position for at least one year before being allowed to transfer to another assignment. **Exception:** When an employee is involuntarily transferred, time in position will be calculated from the date of the last voluntary transfer. There may be other occasions when exceptions are made to this standard based upon Departmental need or an individual's personal situation.
- B. **Performance Requirements for Lateral Transfer:** Unless otherwise approved by the Chief Probation Officer or Chief Deputy Probation Officer, in order to be considered for a Lateral Transfer, applicants must have satisfactory performance in their present job. Satisfactory performance is defined as not currently under or having received the following within the last six months:
- (1) Counseling Memorandum
  - (2) Performance Improvement Plan (PIP)
  - (3) Formal Disciplinary Action
  - (4) Performance Evaluation with a rating of not meeting expectations
- C. **Probation Services Manager and Deputy Probation Officer's Lateral Requests:**
- (1) Employees in at the manager, supervisor, senior and journey levels classification are required to complete the Lateral Transfer Request Form if they seek a transfer to another assignment.

- (2) Managers and Deputy Probation Officers are to forward this form via email to the Probation Lateral Transfer mailbox located in the County Address Book. A hard copy of the form will be placed in the Lateral Transfer binder. The date that the form is emailed is considered the submission date.
- (3) It is the employee's responsibility to initiate reassignment requests and complete Lateral Transfer Request Forms to be forwarded to the Probation Lateral Transfer mailbox if the employee wishes to be considered for specific assignments.
- (4) Annual updates must be submitted between June 1<sup>st</sup> and June 30<sup>th</sup>. Requests will remain active for one year, July 1<sup>st</sup> through June 30<sup>th</sup>. Requests not updated by June 30<sup>th</sup> will be removed from the Lateral Transfer binder.
- (5) Requests and updates may be submitted throughout the year. Priority consideration will be given to those requests submitted by June 30<sup>th</sup> as outlined in Section C (4).
- (6) Requests will be recorded, dated, and initialed by administrative staff and placed in a binder which is divided into sections based on manager, division, supervisor, senior and journey assignments. The binder will include an index that lists assignments for the respective classifications.
- (7) Only new positions that result in an opening will be posted; lateral openings resulting from a vacancy (i.e. resignation, retirement, etc.) will not be posted. Positions will be filled based on the submitted Lateral Transfer Request Form.
- (8) As positions become available, the Manager of the division will review the Lateral Transfer binder and speak to the staff who expressed interest. Staff will be given two (2) business days to consider the option to transfer.

**Displaced/Involuntary Transfer Employees:** An employee in the manager of probation officer series who is displaced or involuntarily transferred for no-performance related reasons may be given special consideration with regard to subsequent Lateral Transfer request. In order to be considered for Lateral Transfer, the employee must indicate interest in the Lateral Transfer book. Special consideration will end as follows: refusal to accept a position, the acceptance of a position or one year from the date of displacement or involuntary transfer, whichever occurs first.

### 3. Final Authority

The final decision regarding any assignment or reassignment request rests with the Chief Probation Officer or his/her designee. The final decision will be based on the needs of the Department. The Chief Probation Officer retains the right to transfer staff whether or not they have submitted a transfer request if the situation warrants such a move.