

Transfer

Human Resources Policy- #306

Policy:

Davidson County is committed to maintaining a transfer process and strategy that prohibits discrimination and complies with all applicable federal, state and local employment laws.

A transfer is defined as moving within the same pay grade. If an employee is transferred to another position their salary will not be affected. Employees transferring to another position will be subject to a six (6) month probationary period even if they have completed their initial probationary period. If the employee has not completed their initial probationary period the remaining time will transfer to the new position plus the additional six (6) month probationary period outlined above.

Scope:

This policy applies to all employees.

Procedure:

1. Department Director identifies the employee for the transfer.
2. The Department Director completes the Salary Calculation Sheet and submits it to the Human Resources Director for review and approval.
3. Human Resources Director reviews, approves or rejects and if approved forwards to the County Manager. If rejected, the Human Resources Director will consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
4. The County Manager reviews and approves or rejects. If rejected, the County Manager will consult with the Human Resources Director. The Human Resources Director will then consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.

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- 5. If approved, the Department Director completes the offer letter and makes the employment offer. No employment offer can be made until the salary is approved.
- 6. Once the employment offer is accepted by the candidate, the Department Director completes a P-2 and submits it to Human Resources.

Document Change Record

Revision	Description
7-1-2022	Revised Policy