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# CITY OF KETTERING — ADMINISTRATIVE POLICIES

## PERSONNEL POLICIES & PROCEDURES

8/06

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### Policy No. 509: Transfers/Reallocations

#### A. Transfers

1. A transfer is lateral movement within the organization to a position or job assignment of similar pay and responsibilities. A transfer may occur within a Department or between Departments.
2. A transfer from one position or job assignment to another normally does not include a change in pay.

#### B. Intradepartmental Transfers

1. Department Directors have the authority and latitude to transfer employees who work within their Department from one job assignment to another.
2. Such transfers must be within the same position classification and cannot involve a change in pay.

#### C. Interdepartmental Transfers

1. The transfer of an employee from one Department to another Department may be initiated either by the City or by the employee.
2. An employee who would like to transfer from their current position to a comparable one in another Department should make a written request of the Director of Human Resources, and should send copies of this request to both the current Department Director and the Director of the Department to which the employee would like to transfer. Both of the effected Directors and the Director of Human Resources must concur in order for the transfer to be made.
3. At the City's discretion, certain employees that wish to transfer to other positions or job assignments, may be required to participate in an open or internal recruitment process, including: participation in the filing of application materials; submitting to medical examinations, psychological exams and/or drug testing, where applicable; and any other required part of the recruitment process.

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4. Where applicable, the concurrence of the Kettering Civil Service Commission may also be required if the desired transfer involves movement from one Classified Civil Service position to another.
5. The City may initiate either temporary or permanent transfers. They may occur in order to:
  - a. Benefit the employee;
  - b. Fulfill a temporary or long-term need of the City; or
  - c. Accomplish some combination of both.
6. A City initiated transfer must meet the same criteria delineated for an employee-initiated transfer.
7. Applicable bargaining unit agreements and Civil Service Rules should be reviewed when making transfers.

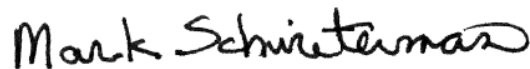
The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

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Date



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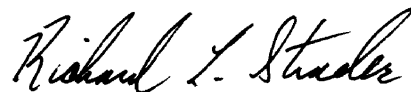
Mark Schwieterman  
City Manager

Issued:

10/27/06

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Date



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Richard L. Strader  
Director of Human Resources