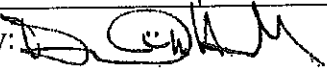
 Town of Swansboro	Personnel Policy		Recruitment and Employment Transfer	
			Number: Article IV; Section 7	Revisions:
	Supersedes:		Approved By: 	

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

Section 7. Transfer

Transfer is the movement of an employee from one position to a position in a classification in the same salary range.

If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. The Department Head wishing to transfer an employee to a different department or classification shall make a recommendation to the Town Manager with the consent of the receiving department head.

It is the policy of the town to transfer employees temporarily from one department to another when doing so will serve the town's best interest. This permits maximum utilization of manpower during unanticipated emergency situations, during peak workloads and for shifting help to where it is needed most.

Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this chapter. An employee who has successfully completed a probationary period may be transferred into the same classification without being required to serve another probationary period.