

## **TRANSFER**

The City recognizes that there are times that a transfer of an employee from one Department to another should be in the best interest of both the employee and the City.

However a transfer should not be made just to alleviate a problem from one Department to another.

When an employee requests a transfer every effort should be made to ascertain whether the problem could be dealt with, prior to the request be entertained.

The first step of the process is a written request by the employee to his/her Department Director citing the reason for the transfer.

The second step is for the Department Director to evaluate the request, in terms of resolving a possible problem to the employee satisfaction, replacement if the transfer is in everyone's best interest, and if the employee has a title that is appropriate in another department.

If the Department Director establishes that the transfer is in everyone's best interest, then the approval of the Business Administrator and the other Department Director is required.

Budgetary considerations will be taken into account, when considering Transfer Requests.

Employees are transferred in their permanent title. Therefore, if an employee is serving in a provisional title at the time of request, he/she will revert back to the last permanent title. NJDOP will not permit transfers of provisional titles.