


## Department of Public Works and Engineering

Subject: <b>EMPLOYMENT TRANSFERS</b>	Departmental Policy <b>3-30</b>	
	Effective Date: Upon Approval	
<p><b>I. Purpose</b></p> <p>To permit employees to transfer from one department to another when appropriate and with the approval of the Civil Service Commission and the department heads of both departments concerned.</p> <p><b>II. Scope</b></p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p><b>III. Policy</b></p> <p>In accordance with Section 14-225 of the Code of Ordinance and City of Houston Policy 201, dated March 7, 1983, with approval, the following types of inter-departmental transfers (from one department to another may be authorized (Attachment A):</p> <ul style="list-style-type: none"><li>A. <u>Lateral transfer</u>, that is a transfer to a different department and/or classification or position with no change in salary and which does not result in a promotion or demotion;</li><li>B. <u>Promotional transfer</u>, that is a transfer to a different classification or position which results in a promotion. A promotion being defined as a change in the employment status of an employee to a position of more responsibility as demonstrated by a higher classification or salary grade; and</li><li>C. <u>Demotional transfer</u>, that is a transfer to a different classification or position which results in a demotion. A demotion being defined as a re-classification of an employee to a lesser position and/or salary grade lower than that otherwise currently held which results in a reduction in salary; or an involuntary reduction in an employee's salary effectuated without a change in classification.</li></ul>		
Approved: 	Date Approved: <b>8-1-95</b>	Page 1 of 2

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When the best interest of the City may be thereby served, the Commission, at the request of the Director, may approve transfers in lieu of layoff to vacancies of employees who are about to be displaced for reasons not reflecting upon their efficiency, character, conduct, or capacity. When such transfer as approved results in a promotion, all minimum requirements in the selection procedures for the position must be met before the employee's transfer is effected.

The Director may transfer an employee intra-departmentally to another position within the same department without the employee's consent if such action is in the best interests of the department and if the employee's classification and/or salary is not affected.

#### IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

Subject: <b>EMPLOYMENT: TRANSFERS</b>	Department Policy <b>3-30</b>	Page 2 of 2
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