



## **PERSONNEL POLICY**

### **SUBJECT: LATERAL TRANSFERS**

DATE: January 1, 2017

Number: 317-16

---

#### **I. Statement of the Policy**

It is the policy of Fulton County to permit employees to request a lateral transfer to another position in the same classification and pay grade in the same or different department. The transfer request will be considered subject to availability of open positions and the approval of all Appointing Authorities concerned.

#### **II. Background and Applicability**

This policy applies to all Fulton County employees.

#### **III. Establishment and Enforcement of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



## PERSONNEL PROCEDURE

### SUBJECT: LATERAL TRANSFERS

DATE: January 1, 2017

Number: 317-16

---

#### **I. Definition of Lateral Transfer**

A lateral transfer is the appointment of an employee to another position in the same classification and/or pay grade in the same or a different department. Any employee may, at any time, request a lateral transfer from one department to another or from one position to another position within the employee's current department. All requests for lateral transfer should be made in writing to the HR Operations Manager, subject to final approval by the Chief Human Resources Officer. Requests for lateral transfer are subject to availability of open positions and the approval of both Appointing Authorities concerned.

#### **II. Request for Lateral Transfer to Open Position**

When the HR Operations Manager receives a request for a lateral transfer to an open position, the Department of Human Resources Management will then notify and seek to obtain the approval of the Appointing Authority(ies) concerned. When a lateral transfer has been agreed upon, a mutually agreeable effective date shall be determined by the Appointing Authorities concerned. If an agreement cannot be reached, the Appointing Authorities shall inform the Chief Human Resources Officer and the Chief Human Resources Officer shall determine the effective date of the transfer.

#### **III. Transfer Waiting List**

Employees who wish to transfer may be placed on a Transfer List for vacancies in the applicable class or classes for which they are qualified. However, there is no guarantee of transfer once an employee is placed on the Transfer List.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

#### **IV. Effect on Compensation**

Absent unusual circumstances and subject to budget availability, a transfer under this policy will not result in a change in pay rate. However, in some instances, including, but not limited to, transfers resulting from a reductions in force, stipulated settlement agreements, consent of the employee, or reinstatement following a disciplinary proceeding, a change in pay rate may occur without violating this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".