



## MANAGEMENT POLICY

**POLICY NUMBER:**  
101.13

**SUBJECT:**

Transfers

**EFFECTIVE DATE:**  
10/29/2012  
**REVISED DATE:**

I. Purpose

The purpose of this management policy is to define the process for employee transfers to meet the needs of the District.

II. Scope

This policy applies to all full time personnel.

III. Policy

The Fire Chief or designee may transfer an employee to a different position within the district at the same pay range.

IV. Procedure

A. An employee may be transferred at:

1. The employee's request
2. The convenience of the District

B. A transferred employee must meet the minimum qualifications for the position to which the employee may be transferred.

V. If two (2) or more employees request transfer to the same vacant position, the Fire Chief may consider seniority and work performance for the transfer.

VI. If an employee requests a transfer for which the employee is qualified and such a position is not open, the employee's name may be placed on an employment list for that position.