

NORTH GEORGIA HEALTH DISTRICT
County Board of Health Personnel Policy #1103
Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield

TRANSFER OF EMPLOYEES

EFFECTIVE DATE: June 1, 2010

RELEASE DATE: June 1, 2010

REFERENCES: State Law [O.C.G.A. §45-20-17 - Interdepartmental Transfers]
Rules of the State Personnel Board - Rule 12

A vacant position may be filled at any time by the transfer of a classified or unclassified employee from another position in the same job or from a position in another job on the same pay grade. The employee must meet the minimum qualifications for the job and any approved special qualifications for the position.

EMPLOYMENT STATUS

1. Classified employees who transfer without a break in service into classified positions retain their classified status.
 - 1.1 Classified employees with permanent status who transfer within CBH do not begin a new working test period.
 - 1.2 Classified employees who transfer to CBH from another State agency **DO** begin a new working test period.
2. Classified employees who transfer into unclassified positions become unclassified employees. They are not eligible to return to the classified service at any time.
 - 2.1 It is critical that classified employees be advised when they are being offered positions in the unclassified service.
 - 2.2 Personnel representatives are responsible for ensuring that timely notice is provided **in some manner** to classified employees moving into the unclassified service. The *ACKNOWLEDGEMENT OF UNCLASSIFIED POSITION* Form (See Attachment #1) should be completed by classified employees prior to reporting for work in the unclassified service.

NOTE: Classified employees who do not sign acknowledgement forms prior to reporting for work in the unclassified service are *not* by law entitled to positions in the classified service.

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2.3 Hiring officials/personnel representatives who do not provide some type of notification regarding unclassified service may be subject to disciplinary action.

3. Unclassified employees who transfer to other positions remain unclassified regardless of the status of the positions prior to transfer.

SALARY UPON TRANSFER

1. Employees' salaries remain the same upon transfer. Salaries cannot be less than the job minimum for the new job.

2. In special circumstances, managers may request approval to adjust salaries upon transfer to meet the needs of the organization. Salary adjustments cannot result in salaries that exceed the pay grade maximum, unless authorized by specific State Personnel Board policy.

3. Examples of special circumstances for authorizing salary adjustments include, but are not limited to, the following:

3.1 Relocation for the good of the Agency that is a hardship on the employee;

3.2 Placement in a work unit with management/program difficulties;

3.3 Position has been vacant because of extensive recruitment/ retention difficulties; or,

3.4 Special skills of the employee which would enhance the job. (Special skills and experience should specifically relate to the requirements of the job.)

INTER-DEPARTMENTAL TRANSFER OF CLASSIFIED EMPLOYEES

1. **Classified** employees who transfer from another Department into **classified** CBH positions are required to complete the *ACKNOWLEDGEMENT OF PROVISIONS GOVERNING INTERDEPARTMENTAL TRANSFER* Form **PRIOR** to the effective date of transfer to CBH. (See Attachment #2)

NOTE: Based on Georgia Law, the movement of employees between DCH and County Boards of Health is not considered an inter-departmental transfer. Acknowledgement forms, therefore, are not needed for this type

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of transfer.

- 1.1 The acknowledgement form should be included as part of the offer of employment.
 - 1.2 The completed form must be submitted to the hiring official or other designated official **prior** to the effective date of transfer.
 - 1.3 If the completed form is not received prior to the effective date of transfer, employees with fewer than five (5) years of continuous State service are considered to have permanent status in the CBH positions.
 - 1.4 Completed acknowledgement forms are to be filed in employees' official personnel files.
2. **Classified** employees from another Department who transfer into **classified** CBH positions are required to serve a one (1) year working test period.
- 2.1 Employees serving a working test period following interdepartmental transfer, and who have fewer than five (5) years of continuous State service, may be separated from employment at any time during the working test period.
 - 2.1.1 Employees who do not successfully complete working test must be notified in writing of the separation no later than the calendar day prior to the effective date of separation.
 - 2.1.2 The separation cannot be appealed except as otherwise provided in the Rules of the State Personnel Board.
 - 2.2 Employees serving a working test period following interdepartmental transfer, and who have at least five (5) years of continuous State service, retain permanent status in the last job on a lower pay grade in which they held permanent status.
 - 2.2.1 If the lower job is utilized by CBH, employees may be demoted in accordance with the Rules of the State Personnel Board.

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2.2.2 If the lower job is not utilized by CBH, employees may be separated from employment in accordance with the Rules of the State Personnel Board.

3. Interdepartmental transfers of classified employees may involve transfers to positions on the same pay grade, promotions or demotions.
4. Salary upon interdepartmental transfer will be determined based on applicable CBH policies on transfers, promotions and demotions.

For additional information or assistance, please contact the District Personnel Office at 706/272-2342.

ATTACHMENTS:

Attachment #1 - *ACKNOWLEDGEMENT OF UNCLASSIFIED POSITION*

Attachment #2 - *ACKNOWLEDGEMENT OF PROVISIONS GOVERNING INTERDEPARTMENTAL TRANSFER*
