

ARTICLE X

MANAGEMENT TRANSFER

I. Policy

- A. It is the policy of the Sheriff's Office that Management has the right to transfer non-union non-exempt employees, pursuant to this Article X in order to address budgetary concerns, increase efficiencies and to accomplish both operational and public safety needs. Management Transfers will not be used for either political discrimination and/or as a political reward and will not be based on Political Reasons or Factors.

II. Procedure

Each Department Head/Designee, pursuant to Management's budgetary, operational and/or public safety needs may elect to transfer non-union non-exempt employees.

- A. After identifying a budgetary, operational or public safety need that is workforce-related, the Department Head/Designee shall identify the exact number of employees needed and shall identify the employee(s) who will be selected for this transfer.
- B. The Department Head/Designee shall provide a written request to the Chief of Staff/Designee with review from the Deputy Chief of Staff for the Management Transfer. The request shall include approval signature lines and the following information:
 - 1. Name of employee(s);
 - 2. Position description, which includes:
 - i. location;
 - ii. shift;
 - iii. duties;
 - 3. Effective date of the Management Transfer; and
 - 4. Detailed justification of workforce needed that fully addresses budgetary, operational and/or public safety efficiencies.

- C. Upon approval by the Chief of Staff/Designee, the Department Head/Designee shall forward a copy of the approved request to the Director of Personnel and the Compliance Officer.
- D. Under no circumstances may this transfer be used to discriminate or reward an employee based upon Political Reasons or Factors or any unlawful factors.
- E. A Management Transfer of an employee does not change the employee's anniversary date.
- F. Employee Request to Return to Original Department/Unit
 - 1. If the employee requests to return to his or her original Department/Unit, he or she must submit a request in writing to the current Department Head/Designee. The Department Head/Designee shall approve or deny the request based on budgetary, operational and/or public safety needs. The Department Head/Designee must obtain approval signatures from the Deputy Chief of Staff/Designee and the Chief of Staff/Designee for both approvals and denials.
 - 2. If the Department Head denies the request, he or she will forward a memorandum to the Deputy Chief of Staff/Designee and the Chief of Staff/Designee including signature lines for approval. The Department Head/Designee will forward the approved memorandum denying the request to the employee with a copy to the Compliance Officer.
 - 3. If the Department Head/Designee approves the request, he or she will forward a memorandum to the original Department Head/Designee, Deputy Chief of Staff/Designee and Chief of Staff/Designee including signature lines for approval. A copy of the approved or denied request shall be sent to the Compliance Officer, Director of Personnel and Department Head/Designee to which the employee will be returning.
 - 4. If an employee requests a transfer or return from a transfer under this Article X, that employee must sign an Applicant Certification.
- G. Certification

The Department Head/Designee and all other individuals involved in any aspect of the Management Transfer process will complete and sign a No Political Consideration Certification (NPCC) on all memorandums and related documentation affirming that all employment decisions and Employment Actions were made in accordance with the procedures set forth in this Article (X) and the Employment Plan.