


POLICY 132	EMPLOYEE TRANSFER ORDERS	
	Revised: 01/04, 04/06, 03/07, 06/07, 05/13, 12/13	RELATED POLICIES: 405
	CFA Standards:	REVIEWED: 04/06, 03/07, 06/07, 05/10, 05/13, 12/13

A. POLICY

This Policy is to define the guidelines for the use and routing of the Employee Transfer Order. The Employee Transfer Order form will be utilized when an employee, sworn or civilian, is moved from one authorized position or classification to another authorized position or classification due to promotion, re-classification, transfer (including temporary transfer), or light duty, which are for the majority of a pay period.

B. PURPOSE

The Employee Transfer Order form will be used for promotions, all transfers, including but not limited to, temporary transfers, change of district or shift, re-classification, etc., which are for the majority of a pay period.

C. PROCEDURE

1. The following procedure will be followed for these types of transfers:
 - a. Temporary Transfers
 - b. Light Duty Transfers
 - c. Change of Shift (with the exception of annual shift change)
 - d. Change of District (with the exception of annual shift change)
 - e. Change of Days Off (If duration is more than a pay period)
 - f. Change of Bureau, Division or Unit
 - g. Re-classification
2. The Bureau receiving the transferred employee is responsible for supplying the transfer information to Payroll of the Administrative Support Division via e-mail through chain of command.
3. Information to be included in the e-mail:
 - a. Name
 - b. CCN

- c. CEN # (not social security number)
- d. Bureau/Division/Unit/District/Shift being transferred from
- e. Bureau/Division/Unit/District/Shift being transferred to
- f. Old days off and New days off
- g. New phone number
- h. Effective Date
- i. Whether any monetary allowance is due, i.e.: FTO, clothing, shift differential, etc.
 - (1). The Administrative Aide will assign a new position number when necessary.
 - (2). Once Payroll receives the e-mail from the appropriate Bureau Chief, the transfer order will be submitted to the Support Services Bureau Major or designee for signature.
 - (3). The transfer order will then be distributed electronically to division designees for copying and distribution.
 - (a). It is the responsibility of each division designee to copy and distribute the transfer order immediately.
 - (4). The current supervisor of the employee being transferred shall be responsible for providing the employee with a copy of the transfer order.
 - (5). The original form will be maintained in the Administrative Support Division.
 - (6). After distribution of the transfer order, the Administrative Support Division will update the information in the records management system.
 - (7). Upon receipt Payroll and Finance will make any necessary adjustments regarding pay assignments. This form will be kept on file in the personnel/payroll office.
 - (a). This form is the only notification payroll and finance will receive in order to initiate or discontinue clothing allowance, FTO pay, Shift Differential, or any other type of monetary allowance.

- 4. Transfers are to be handled in the following manner for those employees that are assigned to the FTO Program:

- a. The Sergeant of the FTO Program will submit the 'phase schedule' to the Assistant Chief of Operations for approval.
- b. Once approved, the 'phase schedule' will be sent to Payroll for the transfer order to be completed.
- c. The transfer order will then be sent to the Support Services Bureau Major or designee for signature.
- d. The transfer order will then be sent out electronically to division designees for copying and distribution.
 - (1). It is the responsibility of each division designee to copy and distribute the transfer order immediately.
 - (2). The division receiving the transferred personnel is responsible for providing the employee with a copy of the transfer order.
- e. The original form will be maintained in the Administrative Support Division.
 - (1). After distribution of the transfer order, the Administrative Support Division will update the information in the records management system.
- f. Upon receipt Payroll and Finance will make any necessary adjustments regarding pay assignments. This form will be kept on file in the personnel/payroll office.
 - (1). This form is the only notification payroll and finance will receive in order to initiate or discontinue clothing allowance, FTO pay, Shift Differential, or any other type of monetary allowance.