

TRANSFER GUIDELINES

Rule I – Definition

TRANSFER - means the change, without examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of the same appointing authority or another appointing authority.

Examples:

- Title for title transfer (i.e. Clerical I in Social Services to Clerical I in Sheriff's or Food Service Helper in Aging to Food Service Helper in Mt. View)
- Similar title transfer (i.e. Care Services Coordinator in Health to Social Services Worker in Social Services)

NOTE: If the transfer is not title for title, please call Civil Service so that a comparability determination can be made prior to an employment offer.

Rule XIII – Probationary Term

Transfers to Positions in the Same Civil Division – minimum eight (8) weeks to maximum twenty-six (26) weeks probationary period.

Waiver – the appointing authority may elect to waive the probationary term by written notification to the transferee and the Personnel Officer.

Restoration to Permanent Position – the position vacated by the transferee cannot be filled on other than a contingent permanent or temporary basis during the probationary term. The transferee has the right to return to his/her previous position at his/her own election. If the conduct or performance of the probationer is not satisfactory, he/she shall be restored to his/her former permanent position at the end of his/her probationary term.

Rule XVI – Transfers for competitive employees

Transfers in the competitive class can only be approved if the following conditions are met:

- There is no preferred list
 - There is no departmental list with three (3) or more eligible candidates
 - The exam scopes and qualifications for the positions held and to which appointment is sought are identical or sufficiently similar as determined by NYS Civil Service
 - The Personnel Officer determines that the transfer is for the good of the service
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Procedure

1. The Department acquiring the employee must initiate the action by completing Section #1 of the Transfer Form.
2. The employee involved will consent to the transfer by completing Section #2 of the Transfer Form and forwarding it to the Niagara County Civil Service Office.
3. Civil Service will review current eligible lists and the employee's roster record and appropriate examination materials to determine if a transfer is appropriate. The decision of the Niagara County Personnel Officer will be entered in Section #3 and the completed form will be transmitted back to the employee who will be responsible for notifying the current appointing authority.
4. The current appointing authority will complete Section #4 and return the form to Civil Service.
5. Upon receipt of the completed form, the Personnel Officer will send formal correspondence to the employee and both departments confirming the transfer.