

## **Transfers**

**Policy Number: 393**

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All vacant and newly created positions not filled by Intra-Departmental promotion shall be posted within Cottonwood County for a period of seven calendar days, during which time only current County employees (including County employees in layoff status) shall have the right to apply and be considered.

In the event that, in the discretion of the Department Head and Human Resources, a current County employee who has applied for the position meets all qualifications and desired standards and expectations for the position, the position may be filled without public announcement and open competitive examination, upon concurrence of the employee, the employee's current Department Head and approval of the County Board. If, in the discretion of the Department Head and Human Resources none of the Intra-County applicants meet the standards and expectations, the position shall be subject to public announcement and, if applicable, subject to competitive examination.

When an employee transfers between departments, the employee carries all accrued benefits and longevity until a six (6) month trial period has passed, during which time an employee may utilize accumulated sick leave and vacation benefits. Prior to approval of transfer, salary may be adjusted. If the performance of the transferred employee does not prove satisfactory, the Department Heads, in cooperation with Human Resources, may agree to return the employee to the employee's previous department, if a vacant position exists. If there are no other suitable positions available in Cottonwood County to which the employee may be transferred or demoted, the employee shall be terminated after thirty- (30) days notice.