



Departmental Standard Operating Procedure (DSOP)

DSOP No. 11-04

Last Amended: 2/6/12

Effective: 10/25/15

SUBJECT: Operating Procedures for Lateral Transfers for Positions Covered Under AFSCME 1542 Agreement

PURPOSE and SCOPE:

To establish a standard operating procedure for employee initiated Lateral Transfer requests among interested and qualified employees for positions within their classification covered under the AFSCME 1542 agreement.

BACKGROUND:

A position within an employee's classification may become vacant in an area that is pending recruitment. County employees within the same classification may wish to transfer into that area into the vacant position. Lateral transfer requests are only available to County Employees to a vacant, permanent, classified service position pending recruitment. Division management reserves the right to approve/deny all lateral transfer requests. Probationary employees will not be considered for lateral transfers.

I. PROCEDURES

An employee wishing to request a lateral transfer within their classification must do the following:

1. Complete Employee Initiated Lateral Transfer Request Form and forward to MDAD's Human Resources Division for review and processing. The Form is available from the Human Resources Division. (Refer to Exhibit A)
2. MDAD Human Resources will identify the number of employees expressing an interest in laterally transferring to the open position.
3. MDAD Human Resources will contact the area where the employee currently works to obtain a recommendation concerning the employee's lateral transfer request. If approved go to #4, if denied go to #5 a.

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4. MDAD Human Resources will contact the area where the employee wishes to transfer to obtain a recommendation concerning the employee's lateral transfer request. If approved, go to #5 c, if denied go to #5 a.
5. Notification to employee of lateral transfer request results:
 - a. If the lateral transfer request is denied by either the location where the employee currently works **or** the location the employee wishes to transfer to, the employee will be advised of the reason for the denial.
 - b. If an employee's lateral transfer request is denied due to a vacancy not existing at the time the request is made, MDAD Human Resources will retain the request and notify the employee of any vacancies that occur consistent with their lateral transfer request within one (1) year of receipt.
 - c. If the lateral transfer is approved by **both** the location where the employee currently works and the location the employee wishes to transfer to, the employee will be advised of the approval and the date that the transfer will take effect.

When an employee is granted a lateral transfer, the employee will be ineligible for a future transfer request until one (1) year from the date of the transfer has elapsed.
6. Submitted lateral transfers will be considered by also taking into account the following factors:
 - o Performance evaluations.
 - o Attendance record (FMLA approved leave will not adversely impact an employee's attendance record).
 - o Records of counseling, discipline, etc.
 - o Operational necessity.
7. Due to the highly specialized training required by Gate Control personnel, any person in the classification of Airport Operations Agent or Airport Operations Senior Agent, wishing to transfer into the Gate Control Section of Airside Operations, will be required to remain in the Gate Control Section for a minimum period of 24 months (2 years) before another transfer request to any other Section or Division will be considered.

IV. REVOCATION: *None*

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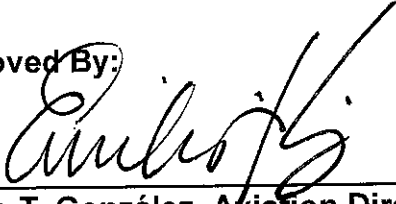
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V. CROSS REFERENCES: *None*

Attachments: Exhibit A - Lateral Transfer Request Form

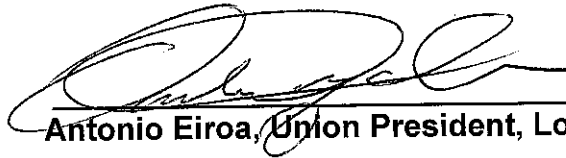
Approved By:



Emilio T. González, Aviation Director

10/26/15

Date



Antonio Eiroa, Union President, Local 1542

10-5-2015

Date



LATERAL TRANSFER REQUEST FORM

AFSCME 1542 Classifications

Date of Request: _____

Last Name: _____ First Name: _____ MI: _____ Id #: _____

Current Division: _____ Current Position: _____

Division/Locator You Wish To Transfer To: _____

Reason for Transfer Request: _____

Employee Signature: _____

Human Resources Signature: _____ "AA" Status: Yes No

DO NOT WRITE IN THIS AREA

Your request for transfer has been _____. See item(s) below for explanation.

- You do not have permanent status in the class to which you desire transfer.
- There are currently no vacancies in the position in which you are interested.
- The position you are interested in requires a special license.

- Releasing Division/Section**
 - Approved** **Disapproved**

Division Director signature: _____ Date: _____

Release Date: _____

- Receiving Division/Section**
 - Approved** **Disapproved**

Division Director signature: _____ Date: _____