

	COOK COUNTY BUREAU OF HUMAN RESOURCES EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES	
POLICY TITLE: TRANSFER		PAGE 1 of 1
Date of Approval: July 24, 2013 Effective Date: August 1, 2013 Amended: August 26, 2013	Policy Number: 2013-2.5 Associated Personnel Rule: 2.06 and 4.06	Policy Form: Transfer Certification Form

PURPOSE: To establish the process for the transfer of a Position in accordance with Cook County Personnel Rules.

AREAS AFFECTED: This Policy applies to all Departments and to all employees holding Non-Exempt Positions that are under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: A Position may be transferred to a different work location or unit within a Department (including within a Bureau if the Department reports to a Bureau) in order to meet the operational needs of the Department. If the Position is not vacant at the time of the Transfer, the employee holding the transferred Position will be transferred to the new work location or unit as well. A Position may also be transferred from one Department to another for purposes of implementing a determination to reassign the function(s) served by the Position to a different Department as authorized by BHR. BHR will document the reasons for the transfer and provide notice of the transfer and the reasons therefore to the Compliance Officer. The employee holding the Position will be offered the opportunity to remain in the position in the new Department. If the employee elects not to be transferred, he or she will be terminated, and the Position will be filled in accordance with the Employment Plan.

Requirements for a Transfer. The Department Head must submit a Transfer Certification Form to the Compliance Officer indicating (1) the Position that is being transferred, including the Position Identification Number, (2) the current work location or unit of the Position, (3) the new work location and unit of the Position, (4) the name of the employee holding the Position, and (5) the specific operational reason the Transfer is being made.

No Political Reasons or Factors. Transfers may not be offered, required or withheld based on any Political Reasons or Factors.

NPCC. All employees transferred and all employees participating in the request for and selection of Positions and employees for a Transfer must sign a NPCC certifying that no Political Reasons or Factors were considered.