

Transfer and Assignment Policy

730.1 PURPOSE AND SCOPE

Any assignment of staff to any specific workload is made to meet the needs of the Department and is subject to the direction and approval of the Chief Probation Officer. Assignment decisions are made by management after consideration of:

- Workload trends
- Existing vacancies
- Employee's special training
- Seniority and time in current assignment
- Performance in current or other assignments
- Employee's preference for an assignment
- Needs of the Court, clients, and/or community
- Employee's preference for work location
- Relationships with clients and co-workers

730.2 TRANSFER/ASSIGNMENT REQUESTS

An employee must perform at a level that meets standards and expectations in their current assignment before a transfer or re-assignment request shall be granted. Except for disciplinary transfers an employee's preference for a work assignment shall not be denied for punitive reasons. At no time shall the Department make a transfer decision to retaliate against an employee.

Every effort will be made to notify an employee in writing, via the chain of command, that he or she is being reassigned prior to that information being shared with the rest of the staff.

Workload or special events may create the need for a temporary or detached assignment of an employee either within the Department or outside of it, and the same criteria discussed above will be considered in these decisions. No employee shall be permanently transferred or reassigned between work sites and/or shifts without ten (10) working days prior written notice, or as specified in the applicable MOU's. No employee shall be temporarily transferred or reassigned without notice of at least five (5) days prior to said transfer; in case of emergency written notice will be provided as soon as practicable. An employee who is interested in voluntarily transferring to another division in the Department shall not be eligible for a transfer while in a "probationary" status for his or her current position.

Yolo County Probation Department

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A request for a transfer shall only be approved when such transfer meets the needs of the Department. In determining whether to approve a transfer request, management will consider the criteria listed above, and all transfers shall require the final approval of the Chief Probation Officer.

Employees requesting to transfer and/or be reassigned may make a formal request at any time.

For each division opening, the Department will first consider voluntary transfer requests meeting the eligibility criteria listed above. If there is no employee interested in a transfer to an opening in another division, the vacancy will be filled via that division's eligibility list or a new recruitment.

These provisions regarding transfer or reassignment of staff shall be strictly adhered to unless specified otherwise in bargaining unit MOU's or the Chief Probation Officer determines it is detrimental to the operation of the Department.

730.3 CROSS TRAINING

Upon staff receiving notice of assignment change, reasonable effort will be made to provide a minimum of five (5) days of cross training, between the outgoing incumbent and the new staff. Should the incumbent be unable to provide such cross-training, a Senior Officer from that unit will provide the cross training to ensure success within that new assignment. Should the new assignment require additional training, the immediate Supervisor will ensure the additional training is provided.