

Purpose:

To establish a standardized process for reviewing, approving, and processing employee lateral transfer requests.

Definition: *Designee* refers to an individual authorized to approve a transfer when the approver is not the Program Administrator or OCWI Deputy Chief.

Employee Eligibility:

- A. Employees requesting a lateral transfer must meet the eligibility in the lateral posting, along with the following requirements:
 - 1. No formal discipline.
 - 2. AZ Performs score of 3.0 or higher on the most recent evaluation when applicable.
 - 3. Program Administrator/OCWI Deputy Chief/ Designee approval.

Transfer Request:

- 1. Employee submits the transfer request to their direct Supervisor
- 2. Receiving and sending Program Administrator/OCWI Deputy Chief/Designee reviews and discuss the transfer requests considering:
 - a. Consideration of specific requests
 - b. Region vacancies
 - c. Staff capacity
 - d. Impact on caseloads
- 3. If approved, sending and receiving Program Manager or Designee will discuss the transfer request and will:
 - a. Agree on the transfer date disposition of workload
 - i. If a decision is unable to be determined by Program Administrators/OCWI Deputy Chief/Designee, the request will be elevated to the Deputy Director for a decision.
 - b. Notify their HR Liaison of the agreed upon transfer date by email.
- 4. Upon receipt of email HR Liaison completes reference checks and will provide a Lateral Transfer confirmation email to the sending and receiving Management team.
- 5. HR Liaison submits the required documentation to Human Resources and sends the letter of transfer to employee.
- 6. Prior to transfer date, sending Supervisor creates a note or a formal appraisal in AZ360 regarding performance and transfer approval. If transfer is scheduled to be completed after 2/1 of the evaluation year the sending supervisor completes the annual review.
- 7. Employees that accept and subsequently decline an offer to transfer are not guaranteed their previous position and will be assigned to an open position within the Region.
- 8. Receiving and sending Supervisors/Managers will discuss workload expectations specific to the person transferring.
- 9. Change in transfer dates will be discussed and approved by Program Administrator, OCWI Deputy Chief/Designee.