



# LATERAL TRANSFER FOR DCS SPECIALISTS STANDARD WORK

VERSION DATE 03/11/21

## Deliverables:

1. DCS Specialists requesting a transfer must meet the minimum criteria as indicated in the lateral posting.
  - a. At least 18 months in their current position
  - b. No formal discipline
  - c. MAP score of 2.0 or higher on the recent evaluation
2. Program Manager approval is required for lateral transfers within the Section. Program Manager must consult with Program Administrator prior to finalizing decision.
  - a. DCS Specialist must submit the transfer request to their Supervisor who will then submit the request to their Program Manager.
  - b. If approved, Program Manager must contact their HR Liaison for confirmation of vacancy and possible date of transfer.
  - c. HR Liaison will confirm the transfer by emailing the Program Manager and copying the Program Administrator. The communication will include the Position Number, effective date of transfer, and an update to the Position Control and Organizational Chart.
  - d. HR Liaison will be responsible for submitting the required documentation to Human Resources and sending the letter of transfer to Specialist.
  - e. Program Manager will coordinate transfer between Supervisors to ensure there is no disruption in service delivery for families.
  - f. Prior to transfer date, Supervisor must create a note in MAP regarding performance and transfer approval.
3. Program Administrator approval is required for lateral transfers within the Region.
  - a. DCS Specialist must submit the transfer request to their Supervisor who will then submit the request to their Program Manager.
  - b. Program Manager and Program Administrator will discuss the transfer during their next 1-on-1 meeting with consideration of specific requests, Region vacancies, staff capacity, and impact on caseloads.
  - c. If approved, Program Manager will contact the receiving Program Manager to discuss the transfer request. If the receiving Program Manager accepts the transfer request, both Program Managers will agree on the transfer date and disposition of Specialist's cases and the sending Program Manager will notify their HR Liaison of the agreed upon transfer date by email.
  - d. HR Liaison will confirm the transfer by emailing the Program Manager and copying the Program Administrator. The communication will include the Position Number, effective date of transfer, and an update to the Position Control and Organizational Chart.
  - e. HR Liaison will be responsible for submitting the required documentation to Human Resources and sending the letter of transfer to Specialist.
  - f. Prior to transfer date, Supervisor must create a note in MAP regarding performance and transfer approval.
4. Receiving and sending Program Administrator approval is required for transfers outside of the Region.
  - a. DCS Specialist must submit the transfer request to their Supervisor who will then submit the request to their Program Manager.
  - b. Program Manager must notify Program Administrator and contact their HR Liaison who will contact the receiving HR Liaison for Program Administrator approval.
  - c. If approved by receiving and sending Program Administrators, Program Administrators will coordinate the date of transfer based off the need of both Regions and Sections. If a decision is unable to be determined by Program Administrators, the request will be elevated to the Deputy Director for a decision.
  - d. After approval, the sending Program Manager will provide their HR Liaison with the date of transfer.
  - e. HR Liaison will confirm transfer by emailing both Program Managers and copying both Program Administrators. The communication will include the Position Number, effective date of transfer, and an update to the Position Control and Organizational Chart.

- f. HR Liaison will be responsible for submitting the required documentation to Human Resources and sending the letter of transfer to Specialist.
  - g. Prior to transfer date, Supervisor must create a note in MAP regarding performance and transfer approval.
5. After approval, DCS Specialist must provide a minimum of a two-week notice. New reports will not be assigned once an offer is accepted. New reports received on an open case will be assigned to a different Specialist.
  6. Specialists that accept and rescind an offer to transfer to a non-case carrying position will not be guaranteed their previous position and will be assigned to an open position in the Region.
  7. Transfers will be delayed for 45 days for Specialists scheduled to appear in trial as a witness.
  8. Before transferring, Specialist will be responsible for updating expired case plans; court reports, case plans, and FFAs due within 30 days; closure of all open investigations in which the child victims have been seen; child contacts due for the month prior to the transfer date.
  9. Any incomplete tasks or reports after transferring will remain assigned to the Specialist and must be completed by using overtime hours. The Specialist's previous Supervisor will be responsible for all field tasks that remain.
  10. Any additional expectations will be included in the offer letter.
  11. Upon notice of transfer, the sending Program Manager will send a list of required field tasks to the receiving Program Manager.
  12. Extensions beyond the two-week notice must be approved by the receiving Program Manager.