

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.09	Pages: 1 of 1
Chapter: Personnel Actions		Effective Date: August 11, 1994
Subject: Transfers		

I. POLICY:

Cumberland County Government shall encourage transfers where said transfer will be to the benefits of both the employee and the County.

II. DEFINITIONS:

Transfer - The movement of a permanent employee between departments within County Government.

III. PROCEDURE:

A. A permanent transfer requires the consent of both department heads, the affected employee, the County Director of Personnel and Human Resources and the State Department of Personnel.

1. Consent may be withdrawn by any party prior to the effective date of the transfer.
2. The consent of the employee is not required when there is a transfer or combining of functions or operations across departmental lines.

B. The employee shall retain permanent status in the previously held permanent title with the recipient organizational unit until examination and working test procedures are concluded.

C. If the employee does not successfully complete the examination or the working test period, the employee shall be returned to his/her permanent title in the original department.

D. Temporary transfers may be voluntary or involuntary for up to six months and requires State Department of Personnel approval.