



County of San Bernardino TRANSFERS LATERAL

A lateral transfer is the appointment of an employee from a position under one appointing authority to a position in the same Job Code Title under another appointing authority.

REFERENCES

Personnel Rules

GENERAL INFORMATION

Employees may request a transfer by selecting one of the following options:

- ◆ Request their name be added to the transfer list
- ◆ Request a Special Transfer Request Between Two Departments

Reassignment in the same Job Code Title within a group or department does not constitute a lateral transfer.

TRANSFER

FORMS REQUIRED

County Employment Application
Transfer Request

MANDATORY FIELDS

All
All

GENERAL INFORMATION

Placement on a transfer list requires employees have regular status in their current Job Code Title. To request placement on the transfer list, employees shall forward a completed Transfer Request, County employment application, and supplemental application (if applicable) to Employment-Human Resources (HR).

Employees will be included in the certifications for all regular positions. Appointing authorities may, at their discretion, choose to interview any of the transfer candidates referred.

Employees selected from a certification list as a lateral transfer are not required to serve a new probationary period; however, they will serve a performance review period of four (4) pay periods. During this time, employees who are found to be below standards acceptable to the appointing authority shall be returned to the former department and Job Code Title or a comparable Job Code Title without right to review or appeal.

Transferred employees may return to the former department within the review period upon their request. Employees who have returned to their former department and Job Code Title or comparable Job Code Title by their own request shall not be placed on the transfer list for six (6) months following their return, unless there is sufficient justification for the Director of HR to waive the six (6) month period.

PAYROLL SPECIALIST RESPONSIBILITIES



- ◆ Complete JAR packet
- ◆ Audit forms for completeness
- ◆ Retain copies for department file
- ◆ Forward JAR packet to EMACS-HR (0030)

Refer to department guidelines for individual procedures

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Checklist for Transfer without Promotion/Lateral Transfer 
Transferring Employee Information Memo 

SPECIAL TRANSFER BETWEEN TWO DEPARTMENTS

FORMS REQUIRED

Transfer Request-Special Transfer Between Two Departments 

MANDATORY FIELDS

All

GENERAL INFORMATION

Employees may request to transfer from one department to another without placing their name on the transfer list by completing a Transfer Request-Special Transfer Between Two Departments form. Approval from both department appointing authorities is required. Employees are not required to have regular status in their current Job Code Title.

Employees who have regular status will not be required to serve a probationary period; however, they will serve a performance review period of four (4) pay periods. During this time, employees who are found to be below standards acceptable to the appointing authority shall be returned to the former department and Job Code Title or a comparable Job Code Title without right to review or appeal.

Transferred employees with regular status may return to the former department within the review period upon their request.

A new probationary period will be initiated for employees who do not have regular status, unless waived by the appointing authority subject to approval of the Director of HR or designee.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Obtain completed Transfer Request-Special Transfer Between Two Departments signed by both appointing authorities
- ◆ Prepare Personnel Requisition (PR). Check Other in the Action Requested Section, and indicate Transfer
- ◆ Complete JAR packet
- ◆ Audit forms for completeness
- ◆ Retain copies for department file
- ◆ Forward JAR packet to EMACS-HR (0030)

Refer to department guidelines for individual procedures

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Checklist for Transfer without Promotion/Lateral Transfer 
Transferring Employee Information Memo 

TRANSFERRING EMPLOYEE INFORMATION MEMO

GENERAL INFORMATION

This memo is used to provide pertinent information to a transferring employee's new department.

All paperwork will be processed by the receiving department.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide Memo to current department upon notification of transfer
- ◆ Retain copy for department file

Refer to department guidelines for individual procedures