
CHAPTER:	3 - CHANGES IN EMPLOYMENT & SEPARATION FROM SERVICE	ADOPTED: 3/7/06
SECTION:	1 - TRANSFERS	REVISED: 8/7/13

The County may permanently or temporarily transfer employees between departments or agencies within the County. Employees who are transferred shall be considered to have continuous service for seniority and employee benefits. Transfers affecting permanent employees will be done in accordance with NJ Civil Service Commission rules (4A:4-7.1).

Permanent Transfers

Permanent transfers typically require the consent of the affected employee, the sending department, and the receiving department as well as the New Jersey Department of Personnel (4A:4-7.1(c)).

- (1) Any of the parties may withdraw consent prior to the effective date of the transfer (4A:4-7.1(c)).
- (2) If the transfer is the result of combining functions or operations of different departments or agencies, the consent of the employee is not required (4A:4-7.1(c)2).
- (3) If a permanent employee is transferred and his/her new duties are not accurately reflected in this present title, the transfer must be made in conjunction with NJ Civil Service Commission promotion, lateral, or voluntary demotion procedures, whichever are applicable (4A:4-7.1(b)).
 - (a) Such employees maintain their permanent status in the former title until examination procedures and the working test period have been completed for the new title (4A:4-7.1(b)1).
 - (b) If the employee does not successfully complete the examination or working test period procedures, the employee must be returned to his/her permanent title unless an employee has been disqualified for further employment (4A:4-7.1(b)2).

Temporary Transfers

Employees may be temporarily transferred for a maximum of six months for economic reasons, to provide a needed service for short periods of time or for other reasons documented to be in the County's best interests (4A:4-7.1(d)).

- (1) These transfers may be voluntary or involuntary and require the approval of the Commissioner, NJ Civil Service Commission (4A:4-7.1(d)).
- (2) An emergency transfer may be voluntary or involuntary and is the movement of a permanent employee between departments for a maximum of 30 days. Employees who are involuntarily transferred must be given 30 days written notice unless the Commissioner, NJ Civil Service Commission, finds emergent conditions require a more immediate transfer (4A:4-7.1(e)1&2).
- (3) Written notice must identify the department to which the employee must be given to the employee at least 30 days in advance of an involuntary transfer, except in the case of an involuntary emergency transfer, in which case reasonable notice shall be given. The notice shall identify the department to which the employee must be transferred, the effective date and the reason for the transfer (4A:47.2(f)1).