COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL

LATERAL TRANSFERS

POLICY NO.: 1.4 **EFFECTIVE:** 11/1/96
4/1/01
1/8/02

OVERVIEW: This policy defines the parameters of an employee moving from one County position to another position at an equivalent or lesser salary grade.

SCOPE: This policy applies to all full and part-time, permanent employees.

PROVISIONS:

Lateral transfers involve the movement of an employee from one position to another position of an equivalent or lesser salary grade.

A. Management Initiated:

Management may initiate the lateral transfer of an employee in response to the organization's business needs. If an employee refuses a lateral transfer, he or she may be subject to layoff depending upon the circumstances surrounding the lateral transfer. Requests for lateral transfers may be made by submitting a Request for Lateral Transfer Form to the County Administrator's office.

B. Employee Initiated:

Employees may initiate a lateral transfer by submitting a Request for Lateral Transfer Form if interested in a vacant position which is equal to or less than their current position's salary grade. When management is ready to fill the position, the employee's qualifications are reviewed and if the employee is qualified for the vacant position, the hiring manager may transfer the employee into the job without having to employ the formal recruitment and selection process.

C. Salary:

There shall be no increase in salary as the result of a lateral transfer. Depending on the recommendation of the new department head and particularly in the case of a transfer to a lesser grade, a decrease in pay may occur.