

5.9 INTERNAL TRANSFERS

An internal transfer is the movement of an employee from one position to another position within Austin County. Internal transfers may occur within the same department or between departments and may involve a change in job duties, work location, supervision, or pay depending on the classification of the position.

Internal transfers may be requested by the employee or initiated by the Elected Official or Department Head based on operational needs. Employees must meet the minimum qualifications for the position to which they are transferring.

The receiving Elected Official or Department Head is responsible for submitting the original Personnel Action Form (PAF) to Human Resources for processing.

Employees who transfer to a new position may be subject to an introductory period as determined by the receiving Elected Official or Department Head.

Compensation for employees who transfer will be determined based on the classification and pay range of the new position in accordance with the Austin County Compensation Order. An employee who makes a internal transfer will retain the same effective employment date and all accrued vacation and sick leave. Comp time will be paid out upon transfer.

Internal transfer between departments will result in employee's comp time being paid out from the department the comp time was accrued.