



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Reassignments</b>		Article: 1307	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
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### POLICY

It is within the authority of the Department Head to reassign an employee from one position to another in the same classification within the department at any time. The Chief Probation Officer is committed to the belief that a variety of experience will enhance the skills of most employees. It follows that employees are encouraged to seek a variety of experiences during the course of their careers. It is also recognized that some employees are best suited for a singular assignment (non-changing).

#### Directed Reassignment

A directed reassignment is one which is initiated by the Chief Probation Officer, Deputy Chief or Division Director whenever they are convinced that such a reassignment would be in the best interest of the department. Division Directors, with Deputy Chief approval, have the responsibility to reassign individuals within their divisions. The Deputy Chief with the Chief's approval may direct reassignments within or between divisions at any time. Except in cases of immediate necessity, directed reassignments will be communicated two weeks in advance of the reassignment date. **When directed reassignments occur, the individual being reassigned will retain the right to any previously approved vacation time** and may file a request for reassignment at any time.

#### Requested Reassignment

A requested reassignment is one in which the employee, through the procedures established below, may request reassignment to a different unit, division or function within the department. **When granted reassignment, the right to any previously approved vacation may be forfeited as vacation is taken at the convenience of the division.** Persons who are granted requested reassignments are generally expected to wait a minimum of 24 months before seeking another change of assignment.

#### Guidelines for Requested Reassignments

1. Employees are to submit reassignment requests to the Director of Administrative Services on the approved form. **Employees are encouraged to express their reassignment desires even though current vacancies may not exist.**
2. Administrative Services shall maintain a file of requests which will become invalid after one year unless renewed or removed by the employee.
3. When a vacancy occurs, the Deputy Chief shall notify the Administrative Services Director and obtain a copy of all requests for reassignment on file. The requests will

be considered along with those persons recommended by management and the person (s) being hired from the current eligible list (if any).

4. Any employee not granted a transfer after consideration for a particular position may request an appointment with the Deputy Chief to discuss the matter.