

LATERAL TRANSFER

SOURCE: OHIO REVISED CODE 124.15 & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLES 6 & 17

CONTACT: OFFICE OF EMPLOYEE SERVICES

Lateral Transfer Policy:

1. *Transfer* is movement to a position which is in the same pay range as the classification an employee currently holds.
2. Applications for lateral transfers will be considered before external applicants.
3. Employees who transfer laterally to a different classification serve a full probationary period. The employer maintains the right to place the employee back in the classification that the employee held previously if they fail to perform the job requirements of the new position to the employer's satisfaction.
4. Employees who transfer laterally in the same classification are required to serve a trial period equal to one-half of the regular probationary period for the classification. During a lateral transfer trial period, employees may elect to return to their previous position.
5. During a lateral transfer trial period, the employer maintains the right to place employees back in the position that they held previously if they fail to perform the job requirements of the new position to the employer's satisfaction.
6. Lateral transfers will be appointed in the new position at the same salary step that they hold at the time of the transfer.
7. Employees serving in a trial period shall not be permitted to bid on job vacancies.

See: Employment, Probationary Period.

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