

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
2. EMPLOYMENT PRACTICES**

2.5 EMPLOYEE TRANSFER POLICY

- TRANSFERS AUTHORIZED** 2.5-1 Montgomery County employees may transfer from one department to another with the approval of the elected official or department head of the receiving department. Following are the different types of transfers:
- A. Promotion: A transfer to a position with a higher salary grade.
 - B. Demotion: A transfer to a position with a lower salary grade.
 - C. Lateral: A transfer to a position with the same salary grade.
- CHANGE IN STATUS** 2.5-2 An employee who transfers from a position covered under Civil Service to a position which is excluded from Civil Service will no longer be covered under Civil Service.
- BENEFITS** 2.5-3 All accrued benefits (vacation, sick leave, etc.) transfer with the employee to the new position.
- REQUIRED PAPERWORK** 2.5-4 In order to effect the transfer, the receiving department must submit a completed Payroll Change Request Form to the Montgomery County Budget Office by 8:00 a.m. on the Tuesday before the Monday's Commissioners Court session at which it is to be approved.