

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 16.1	Page 1 of 1
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> January 1, 2006
<b>SUBJECT:</b>  Transfer	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

## 16.1 Transfer

A transfer of a county employee from one position to another may be initiated by the employee or the County. Employees requesting a transfer must do so in writing to the affected Department Director(s) and to the County Administrator. All transfers must be approved by the affected Department Directors and the County Administrator. All accrued benefits shall be transferred with the employee, unless other arrangements are agreed upon by the employee and the County. Adjustments in salary, if necessary, shall be made as deemed appropriate by the County Administrator and the Department Director.

Transfers initiated by the County may be of temporary nature to address a particular problem. Transfers of this type should not be confused with short-term assignments to cover absences or other emergency situations. Employees transferred will be subject to a probationary period as stated in Section 11.4.