

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Human Resources
Policy Number: 16.01.01
Policy Name: Notification to the Office of Human Resources of Reassignments, Laterals and Administrative Transfers

Original Effective Date: 07/28/2008
Revision Date(s): 05/01/2016, 05/01/2013, 10/09/2009
Current Revision Date: 05/01/2019
Approved By: Cynthia G. Weiskittel

PURPOSE: This policy provides guidance in expediting the smooth transition of all staff movements and to ensure that all personnel and payroll records are accurately maintained. It also allows for greater communication in advance of any movement and facilitates the notification of all necessary areas (Payroll, Benefits, Fiscal, and Information Services), prior to changes taking place.

SCOPE: This policy applies to Human Resources (HR) and Division of Children and Family Services (DCFS) personnel.

POLICY

- A. All reassignments, laterals and administrative transfer notifications must be made to Human Resources (HR) at least two (2) weeks prior to the requested effective date.
- B. The effective date of all reassignments, laterals and administrative transfers must be at the beginning of the pay period. If senior managers are unaware of the prospective transfer dates, they can obtain a payroll calendar from Human Resources or MyHR.
- C. Notification requests for each transfer type is administered by the following:
 - 1. **Reassignment Transfers:** The receiving Senior Manager completes the Reassignment Form (excel spreadsheet) and submits all completed information to the Human Resources Data Analytics Specialist. Once reviewed, the spreadsheet is forwarded to the appropriate HR Generalist for review for compression. The spreadsheet is then submitted to the DCFS Director and the HR Manager for approval.

2. Lateral Transfers: An official lateral notification letter is sent by HR to the bargaining employee stating an effective date of the lateral transfer. Once the Senior Manager receives the letter, he/she must process a reassignment form according by (section C1) of this policy.
 3. Administrative Transfers: Non-bargaining employees must submit, to their current Deputy Director, a written scanned copy of the memo stating their request for an administrative transfer. Upon approval, the following signatures must be obtained by: Senior Manager; Deputy Director; and Director. The approved memo is then scanned to the HR Generalist by the Director's Office. The date that the approved memo is received by HR is considered to be the notification date.
- D. In this way all involved parties (Workers, Supervisors, Senior Managers, Deputy Directors and Director) have already been notified of any transfers and that the effective date requested is mutually agreeable.