



## EMPLOYMENT PRACTICES

### 02.02.07 Transfers and Promotions

#### Transfers

PCCLD employees who are interested in voluntarily transferring to a new department or branch location are encouraged to discuss their interests with their Manager and with the Human Resources Department. Only those employees who are in good standing, meaning employees who do not have any performance, attendance, or other employment issues within the prior year, are considered for voluntary transfer. Transfer requests may be approved when considered in the best interest of PCCLD by the Executive Director. Voluntary transfers are considered on a case-by-case basis and require the approval of the Executive Director or his or her designee.

Voluntary transfers are considered lateral when the employee is moving from one position to another position assigned to the same salary range; employees generally maintain the same rate of pay. Pay implications for other voluntary transfers are discussed with employees in advance of the move. Also see, [02.02.08 Hiring of Relatives](#) and [02.02.06 Job Posting](#).

From time to time it may be necessary for PCCLD to make employment changes to meet service standards, ensure efficient operations, or address other business issues or requirements, as determined to be in the best interest of PCCLD by the Executive Director. This may require PCCLD employees to be transferred to different positions, assigned to different locations or work schedules, etc. Position status and pay implications for transfers are discussed with affected employees in advance of transfers.

#### Promotions

A promotion cannot be made in lieu of a posting a vacancy. PCCLD will announce, post or make known all opportunities for promotion to all current employees.