

**Policy:**

It is the policy of the County that it may, at its discretion, initiate or approve employee job transfers from one position to another or from one location to another. The classification and corresponding salary range may be the same or lower than the current position.

**304:1 GENERAL PROVISIONS**

1. The County may require employees to make either a temporary or long-term job transfer in order to accommodate the County's business needs.
2. Employees may request a voluntary job transfer. To be eligible for a voluntary transfer, employees must meet the minimum requirements of the new position, and must have held their current position for at least six (6) months if the position sought is outside their current department.
3. Employees requesting voluntary job transfers, must complete a Lee County Application for Employment, and are subject to the same provisions set forth in Policy 301, Hiring.
4. Employees transferring into different positions/classifications shall be paid within the salary range of the new position/classification.

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