



Jackson Parish Police Jury

Inter-Departmental Transfer Policy

Adopted by the Jackson Parish Police Jury effective February 12, 2018

PURPOSE: Policy to set the guidelines and expectations for transferring employment from one department to another within the Jackson Parish Police Jury.

SCOPE: This policy applies to all regular Jackson Parish Police Jury employees. Temporary and probationary employees are not eligible.

POLICY STATEMENT: An interdepartmental transfer occurs when an employee is transferred from a position in one department to a position in another department under a different Superintendent.

PROCEDURES

- A. When there is an open/vacant position available in any Police Jury department, the open position will be posted for transfer opportunities for seven (7) calendar days (one week). This posting will be in a common area accessible to all employees. After the seven (7) calendar days have expired, the open position will be posted twice in the Police Jury's designated publication source.
- B. If an employee wishes to be considered for a transfer to another department, he/she must request in writing to the office of the Secretary-Treasurer to be placed on the appropriate transfer list.
- C. Transfer requests will be reviewed and shall require the approval of both Superintendents involved.

POLICY

The following policies shall apply unless otherwise specified in a collective bargaining agreement.

- A. Vacation, Sick Time, Insurance Benefits
A transferred employee retains all such benefits and privileges earned as of the date of transfer. A transferred employee will retain his/her accrued sick leave and vacation time as well as their insurance benefits. Please be aware of the potential budget impact.
- B. Pay Range
When an employee is transferred, their rate of pay will be based on the base pay of the open position.
- C. Probation
The employee will have a fifteen (15) business day probationary period in the transferred position to train and work. If during that time the employee determines that they want to return to their original position/department, they will be allowed to return. After the fifteen day period, the position will no longer be available and that Superintendent will begin the process of hiring for that vacancy.
- D. Transfer Rights
Each employee will only be granted transfer rights one time during their employment with the Jackson Parish Police Jury. Once an employee has been transferred to another department, they will no longer be eligible to transfer to another, or back to their original department.