

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 4/09	Page: 1 of 1	Number: 7.1
	Reviewed by/Reviewed Date: CSA Exec Team 7/27/09	Replaces:	Category: Administrative
Title: Intra-Agency Transfer Policy		Approved: 7/27/09	

Policy
 Procedure
 Guideline

Purpose

The Community Services Agency (CSA) gives employees the opportunity to learn the different tasks and duties within the Agency.

Definition

Intra-Agency transfers are designed to facilitate transfers within CSA.

Procedure

All employees seeking a transfer within CSA will complete the “CSA Intra-Agency Transfer Request” form. This form may be obtained from and must be returned to CSA Human Resources.

Employee qualifies for an Intra-Agency transfer if all the following criteria are met:

1. Currently a CSA employee;
2. Has not been subject to a disciplinary action within the last 12 months;
3. Not on probation.

Transfers will be maintained on file for a period of 12 months. An employee may rescind their transfer request at any time.