



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Employment Transfers

Adopted Date: January 29, 1996

Revised Date: May 10, 2021

The purpose of this policy is to describe the processes by which employees are transferred laterally within, or between County departments, and by which employees of an outside entity with which a current interlocal agreement exists may transfer into County employment.

I. Lateral Transfers

A lateral transfer is the job classification change or inter-departmental change of an employee that does not necessarily affect the person's grade or salary.

- A. Lateral transfers must be approved by the receiving Elected Official/Department Head prior to the lateral transfer becoming effective.
- B. An employee who transfers laterally within, or between County departments, may be placed at a higher step within the same pay grade, but no higher than a step 6, at the discretion of the Department Head or Elected Official and as verified with the Human Resources Department.
- C. Any employee that is accepted for a lateral transfer between departments must provide notice to the original department and remain for two weeks with the original department before transferring to the new department, unless a mutual agreement of lesser or greater notice is made between the affected Elected Officials/Department Heads.

II. Interlocal Transfers

An interlocal transfer occurs when an employee of an outside entity is transferred to County employment, or when a County employee is transferred to an outside entity, as a result of reorganization or reclassification between the two entities, pursuant to a current interlocal agreement, over which the employee had no control.

- A. Interlocal agreements must first be approved by Commissioners Court. Thereafter, interlocal transfers of affected employees shall be approved by the Chief Administrator, or designee, prior to the interlocal transfer becoming effective.
- B. Any employee that is accepted for an interlocal transfer by the County of El Paso shall be eligible for the following benefits, subject to approval by the County's Chief Human Resources Officer:
 - a. Accrual rates for sick and vacation leave shall be determined based on the amount of years the transferring employee would have been placed at had they been employed by the County all along;
 - b. Health and dental insurance, as well as accrual balances, shall be transferred based on the negotiated terms of the interlocal agreement.
- C. Unless negotiated otherwise, when an interlocal employee is selected for a County position, the employee will be placed into the entry level of the grade for which the person is selected.
- D. If the entry level of the grade is not higher than their current salary, the employee shall be placed in the step which they would have been placed at had they been employed by the County all along.
- E. Nothing shall prevent the employee from being placed at a higher step within the new grade, based on prior education and experience as it relates to the County or outside entity position,

at the discretion of the Department Head or Elected Official and subject to verification of qualifications by the Human Resources Department and the Chief Administrator's Office.