CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

EMPLOYEE REQUEST FOR TRANSFER

COMPLETE A SEPARATE REQUEST FORM FOR EACH DEPARTMENT/CLASS REQUESTED
(See reverse side for excerpts from Civil Service Commission Rules)

Type of Transfer Requested *(check one)*

- ☐ Regular Transfer
- ☐ Transfer from Part-Time to Full-Time Position
- ☐ Transfer due to Technological Advances
- ☐ Limited Term Transfer

EMPLOYEE INFORMATION

Social Security #_____

Rank No._____ List No._____

PIN _____ Class No._____

Class Title_____

Name _____

Address _____

City, State, Zip _____

Work Phone ( )_____Home Phone ( )_____

Signature _____

DURATION OF LIMITED TERM TRANSFER (From)_____ (To)_____

REQUESTED CLASS NO & TITLE: _____ _____

REQUESTED DEPARTMENT: _____

APPROVALS

CURRENT DEPARTMENT (NOT REQUIRED FOR REGULAR TRANSFER)

Name (Appointing Officer/Designee) Title

Signature Date

REQUESTED DEPARTMENT Requisition Numbers Dept _____ DHR _____

Name (Appointing Officer/Designee) Title

Signature Date

HUMAN RESOURCES DIRECTOR (FOR LIMITED TERM TRANSFER ONLY)

Signature Date

DHR USE ONLY: ☐ **Authority verified** ☐ **Req verified** **PIN No** _____ **List ID No** _____ **Initial/Date** _____

Rev. 6/96

EXCERPTS FROM CIVIL SERVICE COMMISSION RULE 14 – APPOINTMENTS

ARTICLE VI: APPOINTMENT BY TRANSFER

Section 14.32 Transfer-General

14.32.1 A Transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the Human Resources Director.

14.32.2 A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department. A copy of the approved form shall be filed with the Department of Human Resources and in the employee's current department within two business days of approval.

14.32.3 Appointees accepting a new appointment by transfer shall give a minimum period of notice prior to separation from their current department of 15 working days, unless the current department approves a shorter period of notice.

Section 14.33 Transfer from Position Not Full-Time

A permanent appointee to a part-time position or a position not full time on an annual basis and who serves under such appointment continuously for one year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

Section 14.35 Transfer Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

14.35.2 The position to which transfer is requested shall not be to a class having a higher compensation schedule than the one from which transfer is requested.

14.35.3 The Human Resources Director may administer any examinations which, in the judgment of the Human Resources Director, are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.

14.35.4 Employees so transferred, who are not suited to the position, may be given an opportunity for transfer to other positions within their capacities to perform.

14.35.6 Employees transferred under the provisions of this section may request reinstatement to the former class in accordance with the Reinstatement Rule.

Section 14.36 Limited-Term Transfer

14.36.1 Definition

The transfer of a permanent appointee to a vacant position in the same class under another appointing officer for specified duration of up to six calendar months may be approved by the appointing officers of both departments and the Human Resources Director and shall be known as a "limited-term transfer."