



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT TRANSFERS	POLICY NO. 601.04	EFFECTIVE DATE 09/15/2010	PAGE 1 of 2
APPROVED BY:  Director	SUPERSEDES 601.4 01/01/2001	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines concerning Los Angeles County - Department of Mental Health (LAC-DMH) employee transfers.

DEFINITION

- 2.1 **Transfer:** refers to the change of an employee from one position to another position in the same class in another County department – OR – from one position to another in the same class in a different location within the LAC-DMH.

POLICY

- 3.1 LAC-DMH will process transfers as defined in the applicable Memoranda of Understanding.

PROCEDURES

4.1 Transfer Procedures

4.1.1 **Intradepartmental Transfers**

The LAC-DMH hiring Manager must submit a Personnel Action Form (PAF) to DMH-HRB requesting transfer of the employee from one LAC-DMH location to another, specifying work location and pay location changes. The effective date for the lateral transfer of the employee shall not exceed thirty (30) days from the request for a release date from DMH-HRB.

4.1.2 **Interdepartmental Transfers**

When DMH-HRB receives a request for a release date from another County department, the effective date for a lateral transfer shall be no more



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than thirty (30) days from the date of the request, in accordance with Civil Service Rule 15.02.

4.1.3 Promotional Transfers

All promotional transfers, either Intradepartmental or Interdepartmental, shall be effective within fourteen (14) days of the request for a release date from the HRB.

4.2 No employee shall be transferred between County departments if a disciplinary process has been initiated against the employee by the current department until the disciplinary process has been completed. An employee may be transferred between departments after the disciplinary process has been completed.

AUTHORITY

Los Angeles County Code

DHR PPG No. 1044: Countywide Policy Regarding Interdepartmental Transfers of Employees Involved in the Disciplinary Process

RESPONSIBLE PARTY

LAC-DMH Human Resources Bureau