

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
POLICIES AND PROCEDURES MANUAL**

Subject: Transfer Policy for Eligibility Technician and
Employment Eligibility Specialist

Number: C 23

Approved: Signature on file

Date: 3/3/2020

POLICY

An ET/EES request to transfer regions, divisions, or programs within the County of Orange Social Services Agency (SSA) will be considered using the following criteria:

- Agency Needs
- Date of the request
 - Transfer requests will be considered in the order they are received
- Employee's preference
- Employee's seniority
 - If two requests are received on the same day, County seniority will prevail.
- Job performance
 - Employees with a performance deficiency will generally not be considered for a transfer.

Involuntary transfers within a region, division, or program and between regions, divisions, or programs, will be based on Agency needs, language, and seniority.

Probationary employees will generally be required to successfully complete probation before transfers are to be considered.