4-02/040.00 Intra-Division Transfer Policy for Security Officers, Security Assistants and Court Service Specialists

Transfers Out of Court Services Division:

Transfers of Security Officers (SO) and Security Assistants (SA) out of Court Services Division (CSD) to other divisions shall be governed by provisions of the Manual of Policy and Procedures, Sections 3-02/010.35.

Transfer into Court Services Division:

Security Officers/ Assistants desiring transfers into CSD may request a transfer to East, West, or Central Bureaus. Employees may not request transfers to a specific court within a Bureau. It is the policy of CSD to fill vacancies at courts through Intra-Division transfers, then they will be filled with employees transferring into the Division.

Transferring employees shall be assigned to vacant positions in the Bureau of their choice based upon the following criteria applied in the following order:

- Choice
- Department Seniority
- Travel distance from residence

Transferring employees will be required to remain at their first unit of assignment for one year. However, they may submit an Intra-Division transfer request form at any time.

Security Officer, Security Assistant, and Court Services Specialists, wishing to transfer from one Court Services unit of assignment to another shall submit an Intra-Division Transfer Request form requesting up to a maximum of six (6) units in order of their preference. They shall submit the request through the operation's staff of the requesting employees' Bureau for approval prior to being submitted to CSD Personnel Representatives.

Intra-Division Transfers

Intra-Division transfers shall be based upon Division seniority. The Division seniority date is defined as the date a Security Assistant/Officer or Court Services Specialist transferred into CSD for the current, uninterrupted period of assignment. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the employee having the most Department seniority will receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the employee who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are ~~is~~ also equal, then the transfer shall be resolved alphabetically.

Division Displacements

The following criteria shall be used in the event employees are curtailed/displaced from their branch/courthouse due to a Superior Court Service Level reduction:

- Solicit interested employees to be voluntarily transferred from affected branch/courthouse
- If an insufficient number of employees request to be voluntarily transferred then the employee having the least branch/courthouse seniority shall be displaced.
- If branch/courthouse seniority dates are equal, then the employee having the least Department seniority shall be displaced.
- If Department seniority dates are equal then the employee having the least County seniority shall be displaced.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

In the event that the affected branch/courthouse reopens or the staffing levels are restored, the curtailed/displaced employee shall, on the basis of seniority, be entitled to a one-time only first right of refusal to return to their former assignment before any other employee is permitted to transfer.

Temporary Overtime Reduction Assignments (TORA)

In the event that a branch/courthouse falls below minimum staffing level, employees from another branch/courthouse within the same bureau may be temporarily reassigned to ensure that the minimum staffing level is maintained. The selection shall be based on the following criteria:

- Solicit interested employees to be voluntarily transferred from affected branch/courthouse.
- If an insufficient number of employees request to be voluntarily transferred then the employee having the least branch/courthouse seniority shall be displaced.
- If branch/courthouse seniority dates are equal, then the employee having the least Department seniority shall be displaced.
- If Department seniority dates are equal then the employee having the least County seniority shall be displaced.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

Court Services Specialists

If a transfer list is not available, or if an employee on a transfer list refused an assignment based on the Division needs the unit shall select a candidate from the current CSS Certification List.

Transfer Preference List

Court Services Division Personnel Representatives shall develop transfer preference lists for each branch, in order of seniority, and shall affect transfers to fill vacancies as needed based upon Divisional priorities. CSD Personnel Representatives shall announce an initial update period in which the employees may submit their Intra-Division Transfer Requests forms.

Thereafter, a Transfer Preference List composed of personnel who have submitted timely and approved transfer requests shall be promulgated. Transfer and deletion requests forms may be submitted at any time; however, the transfer preference list will be updated only twice a year (prior to January and July).