



City of Pittsburgh
Operating Policies

Policy: Notice of Personnel Actions- Interdepartmental Transfer and Promotion	Original Date: 6/1985
	Revised Date: 9/2009

PURPOSE: To establish a policy when an employee is being transferred or promoted from one department to another.

POLICY STATEMENT: This policy is to be followed on those occasions when a current employee is being transferred or promoted from one department to another. It is necessary that such a transfer or promotion be effectively communicated between the departments on a timely basis.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

PROCEDURE

NOTICE REQUIRED AT MINIMUM

The hiring department (the department which is offering the transfer or promotion) is to notify the department which is losing the employee. At minimum, the hiring department head (or his/her designated representative) is to phone the department head that is losing the employee. This call should be made as soon as the employee has accepted the offer for transfer or promotion. As you know, employees are to give their departments at least 2 weeks notice of transfer or termination, and transfers or promotions are to take effect with the beginning of a pay period. By calling immediately after the offer is accepted, the hiring department head provides sufficient notice for the other department head to begin making the necessary arrangements in anticipation of the loss of an employee. Any notice given by the employee to his/her supervisor or department head does not relieve the hiring department head from the responsibility to notify the employee's current department head.

OTHER SUGGESTED NOTICES

In the case of the interdepartmental transfer or promotion of a bargaining unit employee, the department which has offered the transfer or promotion can make a copy of the bid acceptance form and send this copy to the employee's current department head. This copy of a bid acceptance form could provide written notification to the employee's current department head.

In cases involving interdepartmental transfer or promotion of employees for whom a bid acceptance form is not used, it is suggested that a simple memorandum from the hiring department head to the employee's current department head be sent.

It is recommended in all cases of interdepartmental transfer or promotion that the hiring department calls the employee's immediate supervisor as a reference check prior to extending an offer, and this inquiry can serve as notification of the possible loss of an employee.

If you have any questions regarding this policy, please contact your Personnel Analyst.