

SECTION: ADMINISTRATION

SUBJECT: STAFF TRANSFERS

Original Resolution No.: 91-08-19

### Staff Transfers

This policy is to set out guidelines for the recognition of service of employees who transfer from one department to another within the County.

The County recognizes that from time to time employees may wish to move from their present position to another within the County system. The move may be from Part Time to Full Time, Seasonal to Full Time, Full Time to Part Time, or Full Time to Seasonal. This policy shall set out the manner in which time worked shall be recognized, and how to calculate the amount of service which is transferred.

In addition, this policy shall determine what service shall be recognized, and in what manner.

### Recognized Service

For the purpose of this policy, Recognized Service shall be any employment with the County in one of the following capacities:

1. Full Time Permanent Service on a 12 month continuous basis.
2. Full Time Permanent Service on a 10 month operational basis.
3. Full Time Service for a specified period of time, under a letter or contract of service.
4. Part Time Permanent Service on a 12 month continuous basis.
5. Part Time Permanent Service on a 10 month operational basis.
6. Part Time Service for a specified period of time, under a letter or contract of employment.

In order to be recognized for the purpose of this policy, the service must be earned on a continuous basis. Breaks in service shall be permitted only under the following rules:

1. Breaks must be of a duration of no more than 6 months.
2. The break in service must be due to:
  - a. termination of the position by the County
  - b. maternity leave as approved by the County
  - c. Short Term Disability leave as approved by the County
  - d. Sick Leave as approved by the County
3. Any break in service must be documented, and agreed to prior to the start of the break.
4. No break in service shall be permitted until after the expiry of a period of no less than 6 months continuous service.

### Equivalency

In order to determine the number of years of service which is transferred with the employee, an equivalency factor must be applied to all prior service. This factor shall provide a base to which all prior service will be compared.

The purpose of this equivalency factor is to equalize the service for those employees who are presently employed within the receiving department.

## Hours of Work

To determine the equivalency factor, the employee's hours of work per week must first be determined.

### Full Time Permanent Employee - 12 Month

For this class of employee, the hours of work shall be the regular hour of work per week.

### Full Time Permanent Employee - 10 Month

For this class of employee, the hours of work shall be the regular hours of work per week, plus a amount equal to the vacation allowance.

(example - an employee working 20 hours per week, who is entitled to 7% vacation allowance would have an equivalent number of hours equal to 21.4 hours per week.)

### Part Time Permanent Employee - 12 Month

For this class of employee, the actual hours worked per week shall be utilized.

### Part Time Permanent Employee - 10 Month

For this class of employee, the actual hours worked per week, plus a amount equal to the vacation allowance shall be utilized.(see example above)

## Formulas

For the purpose of calculating the equivalency factor, the following formulas shall be utilized:

### Central Office

The recognized number of hours of Regular Full Time Employment in the Central Office is 35.5 hours per week.

Number of hours worked per week / divided by / 35.5 hours per week X times X weeks of employment + vacation equivalent(where applicable) + = equals = TIME TRANSFERRED

Example: An employee working 20 hours per week transfers to central office. The employee has worked a total of fifty weeks in various time periods. The vacation time equivalent is 4%.  
 $(20/35.5) \times 50 \text{ weeks} = 28.17 \text{ weeks}$ .  $28.17 + (28.17 \times 4\%) = 29.58 \text{ weeks}$ . Therefore, the transfer would be for 29.58 weeks, or .57 (29.58/52)years.

### Public Works/ag. Service Board/school Maintenance

The recognized number of hours of Regular Full Time Employment in the Public Works, Ag. Service Board and School Maintenance is 40 hours per week.

Number of hours worked per week / divided by / 40 hours per week X times X weeks of employment + vacation equivalent(where applicable) + = equals = TIME TRANSFERRED

## Restrictions

At no time can the amount of time transferred **INCREASE** the total number of years actually worked(including vacation equivalent). For example, if a person was to transfer from Central office to a School Support staff position, and they had worked for 7 years, or 364 weeks, the maximum years

allowed would be 7. If the school year is only 40 weeks, that would equal 280 weeks of equivalent service or seven(7) years.

### **Sick Leave**

When a person transfers, the Sick Leave Credit earned will also transfer with that person, up to the maximum allowed by the governing policy for the department transferred **FROM**.