



PERSONNEL POLICY

SUBJECT: LATERAL TRANSFERS

DATE: July 12, 2023

Number: 317-16

I. Statement of the Policy

It is the policy of Fulton County to permit a lateral transfer to another position in the same classification and pay grade in the same or different department. The transfer will be considered subject to availability of open positions and the approval of all Appointing Authorities concerned.

II. Background and Applicability

This policy applies to all Fulton County employees.

III. Establishment and Enforcement of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



PERSONNEL PROCEDURE

SUBJECT: LATERAL TRANSFERS

DATE: May 22, 2024

Number: 317-16

I. Definition of Lateral Transfer

A lateral transfer is the appointment of an employee to (1) another position in the same classification and pay grade in a different department or (2) to a position in a different classification in the same pay grade in the same or a different department. An employee may apply for any position that would result in a lateral transfer. A department also may initiate the lateral transfer of an employee at any time for any reason upon provision of written notice to the affected employee.

II. Lateral Transfer Per Agreement of Appointing Authorities

A lateral transfer may occur upon agreement of the applicable Appointing Authority(ies). When a lateral transfer has been agreed upon by the applicable Appointing Authority(ies), a mutually agreeable effective date shall be determined by the Appointing Authority(ies).

III. Effect of Lateral Transfer on Compensation

A. Salary Rate Determination

Except as otherwise provided in this policy and subject to budget availability, a lateral transfer will not result in a change in pay rate. However, in some instances, including, but not limited to, lateral transfers resulting from reductions in force, stipulated settlement agreements, consent of the employee, or reinstatement following a disciplinary proceeding, a change in pay rate may occur without violating this policy.

With respect to an employee who has laterally transfer to a position in different classification within the same pay grade, an Appointing Authority may request a salary that is higher than the employee's current salary but that does not exceed the maximum salary range of the pay grade by submitting a written request to the Chief Human Resources Officer. In recommending a salary above the lateral transfer employee's current salary, the Appointing Authority shall consider the employee's prior experience, education, unique competencies, and other qualifications directly related to the position

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as well as internal budget constraints. The Appointing Authority's request is subject to both approval of the Chief Human Resources Officer and budget availability for full implementation.

The Chief Human Resources Officer may develop a systematic method to be used for placement of employees within a pay range.

The Department of Human Resources Management shall maintain copies of written requests for salary increases above a lateral transferred employee's current salary and the decisions regarding the same for a minimum of three (3) years. An employee shall not receive a salary increase as a result of a lateral transfer more than once in a twenty-four (24) month period as of the effective date of the transfer.

B. Effect of Newly Transferred Employee's Salary

Whenever an employee is laterally transferred into a position at a salary rate above the transferred employee's current salary rate and the department has one or more current employees who are employed in the same job class and position category, the Department of Human Resources Management shall review the education, work experience, and other relevant qualifications of the other employees in the department who are in the same job class and position category to determine if their qualifications meet and/or exceed those of the transferred employee, and subject to budget availability, raise the salaries of those employees.

When the difference in the salary rates between a supervisor and a transferred employee who reports directly to the supervisor is less than fifteen percent (15%) and provided that sufficient recurring funding is available within the department's budget, the Appointing Authority may request an adjustment to the salary of the supervisor to achieve a difference in pay of no more than fifteen percent (15%) between the supervisor and the transferred employee. Provided that sufficient recurring funding is available within the department's budget, the Appointing Authority may also request that similar adjustments be made to salary rates of all other employees in the transferred employee's supervisory chain, as defined and determined by the Chief Human Resources Officer. This provision is not mandatory and is not intended to constitute any type of guarantee or right to any particular salary rate for any affected supervisor.

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