



# Medina County Policy Manual



Policy: <b>Transfers</b>	Section: <b>Employment</b>	Number: <b>2.100</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 2</b>

ORC 124.32  
ORC 325.19

## A. Intra-Department Transfer

1. An employee is considered to have been transferred when he/she is given a different assignment within the same classification in the same department.
2. An employee must successfully complete their probationary period prior to requesting a transfer to a vacancy in the same classification.
  - a. The employee must contact their Director to request a transfer.
  - b. Transfers will be made at the discretion of the employee's Director.
3. A director can initiate a transfer if the transfer would be in the best interest of the County as the needs of the employee's department take precedence over the wishes of the employee.

## B. Transfers to another Appointing Authority

1. When an employee leaves employment with a department coming under the authority of the County Commissioners to then become employed immediately by another Appointing Authority, such change constitutes a separation of employment. Therefore, a resignation of employment must be submitted by the employee.
2. Upon such separation, employees are entitled to payment by the first Appointing Authority for eligible vacation leave accumulated but unused during the period of employment at the rate of pay upon separation. Vacation balances can be transferred to the new position with the approval of the new Appointing Authority. The Appointing Authority to which such employee transfers has no obligation to credit the employee with such vacation benefits (ORC § 325.19).
3. When a full time employee transfers to another Appointing Authority before serving one (1) full year of service under the authority of the County Commissioners, the employee shall receive no pay off for their accrued but unused vacation during their period of employment.

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4. A full time employee transferring to a part time position shall have all accumulated vacation and compensable (comp) time paid out at their current rate of pay upon separation.
5. Employees are not entitled to payment for unused sick leave balances; however balances may be transferred.
6. These procedures may vary in other public agencies. Employees should check with those public employers for their policies on prior service credit, etc.

**C. Transfers within the Authority of the County Commissioners**

1. When a full time employee transfers employment with from one department under the authority of the County Commissioners to become employed immediately thereafter as a full time employee by another department under the authority of the Commissioners, such transfer is not considered a separation of employment. Such employees are not entitled to payment for accrued but unused vacation at the time of transfer.
2. Upon such transfer, full-time employees will be credited with the unused balance of eligible vacation leave at the time of the transfer.
3. Employees are not entitled to payment for unused sick leave balances; however sick leave balances transfer with the employee.
4. A full time employee transferring to a part time position shall have all accumulated vacation and compensable time (comp time) paid out at the time of transfer at the employee's current rate of pay prior to the effective date of transfer.