

NC DIVISION OF PARKS AND RECREATION

January 23, 2015

STAFF DIRECTIVE 15-01

TO: Chief of Operations
Parks Chief Ranger
District Superintendents
Park Superintendents
I&E Staff

FROM: Michael A. Murphy, Director



SUBJECT: Horizontal Transfer Policy

The purpose of this directive is to address objective criteria and conditions for a horizontal transfer of duty assignment at the request of any operations section employee, upon the occasion of a position vacancy within the Division of Parks and Recreation, operations section.

A position vacancy within the division's operations section may result in a request from an operations section employee at another location to transfer horizontally into the vacancy. The request may be based on professional growth, safety of staff or staff family and/or personal need.

The horizontal transfer of any operations section employee is at the discretion of the Chief of Operations. Nothing in this directive limits the authority of the Chief of Operations from transferring any operations section employee in the best interest of state park operations or a result of a disciplinary action.

The Chief of Operations will consider and decide on an operations section employee request for horizontal transfer based upon:

- The best interests of state park operations and/or;
- Consideration of tenure, recent work plan review, job qualifications, safety requirements of staffs in both parks and disciplinary actions.

The following conditions must be met in order to fulfill an operations section employee's request for horizontal transfer:

- The employee must be in an equivalent position in another unit of the operations section. The business need of the current position and the vacant position must be identical.
- The employee must meet the minimum job qualifications and requirements for the vacant position.
- The employee must not have an active written warning or other active written disciplinary action request.
- The employee must not be working under an active performance improvement plan nor have worked under such a plan within 3 months of the date of the request.
- The employee must not have received any rating below the “meets expectation” level on the last interim or annual work plan review for the current plan year.
- The employee cannot be within the first 12 months of probationary status.
- There will be no salary increase resulting from the transfer.

The Chief of Operations or his designee will follow these steps in approving a request for horizontal transfer.

- The human resources staff will notify the operations section staff of a vacancy for which horizontal transfer is available and allow 5 business days for a response.
- Eligible employees may request a horizontal transfer into the vacancy by written memorandum to the CHOP.
- The CHOP will confer with the HR staff to confirm the eligibility of the requesting employee.
- Eligible employees will be submitted to the CHOP for approval of the horizontal transfer.
- Upon approval by CHOP, the human resources staff will submit an email recommendation to the DENR human resources director for final approval.
- In the event more than one employee requests horizontal transfer into a single vacancy, preference will be given to the senior employee who meets the above required conditions.
- The hiring manager will be contacted by HR staff of the approved candidate.
- The hiring manager will contact the employee to make offer.
- A BEACON action will be processed by HR staff upon notification of acceptance by the employee.

MM/BB