



AUHR 7.01 EMPLOYEE MOVEMENT

Lateral Transfers

Lateral transfers to vacant budgeted positions within the Auditor's Office or between a City bureau and the Auditor's Office are available to employees who occupy the same classification.

Non-represented employees in the Auditor's Office are covered by this Rule. Represented employees are covered by the City's HRAR 7.01.

Regular employees who have completed their initial probationary period prior to a transfer do not need to serve an additional probationary period. A limited duration employee may transfer to a permanent position in the same classification but shall serve a probationary period in accordance with the [administrative rule on Promotions](#). With written justification that the limited duration employee has been subject to an appropriate evaluation period, the City Auditor may waive this requirement for transfers into the Auditor's Office, and the Human Resources Director may waive this requirement for transfers from the Auditor's Office to a City bureau.

A lateral transfer is also available to a different classification within the same pay range where the employee held regular status in the requested classification and completed their initial probationary period in that classification. An employee must be on the lateral transfer list to be eligible for a transfer.

An employee seeking a lateral transfer within the Auditor's Office must submit a request to Management Services. Once an employee has placed their name on the transfer list, it shall remain on the list for a maximum period of six months. An employee's name will be removed from the list if they transfer or if the employee requests removal of their name from the list.

An employee who holds regular status in a classification may not apply for another position in that classification through the recruitment process. They must follow the process outlined for lateral transfers to be considered for employment within their same classification.

The Auditor's Office will include names on the internal transfer list when identifying qualified candidates during recruitments for vacant positions, or the Auditor may opt to appoint a qualified internal candidate to a vacant position in the same classification or a classification with the same pay range at the Auditor's discretion. There is no guaranteed right of transfer to a vacant position. See [Administrative Rule on Compensation](#).

Expanded Transfers

Expanded Transfers are transfers to job classifications that have a maximum pay rate of not more than 20% above or below the maximum rate of the job classification from which they hold regular status. Regular non-represented employees and represented employees whose bargaining representative has agreed to expanded transfer and who have completed probation may use Expanded Transfers in accordance with the following criteria:

1. A competitive process available to all interested employees must be used in recruiting and selecting an employee to fill the position. The City Auditor may waive the competitive process in the event the Expanded Transfer is being offered to an employee whose position is being eliminated or who is going to be bumped. This waiver does not apply to classification actions that impact an employee's position unless there is clear evidence the position had been misclassified, that it is being reclassified to more accurately describe the work, and there are no substantive changes in the duties and responsibilities assigned to the position.
2. The employee must meet the qualifications of the position description as determined by the City Auditor in consultation with Management Services; and
3. The City Auditor or a designee and the hiring authorities of the affected bureaus must approve the transfer; and
4. No layoff list can exist in the classification for which transfers are being sought; and
5. There are no qualified injured workers available; and
6. An Expanded Transfer may not move an employee from journey to supervisory or supervisory to managerial levels; and
7. An employee who transfers to a different job class through expanded transfer shall serve a probationary period as prescribed in the **Administrative Rule on Probation**; and
8. If employees are dismissed during the probationary period following an expanded transfer, they shall have return rights to a classification in which they formerly held status, beginning with the most recently held classification.

Expanded transfers may also be used during a period declared by Council in response to a fiscal emergency or other decrease in City revenue sources. The criteria for expanded transfers in times of fiscal emergency are outlined in the **Employee Transition Services Plan**. In addition, the City Auditor may waive the

competitive process because an employee whose position is being eliminated or is being bumped as the result of the elimination of a position has applied for the transfer.

An employee who voluntarily demotes through an expanded transfer may return to the higher classification through the reinstatement process.

An expanded transfer to a classification with a lower maximum pay rate shall be considered a voluntary demotion for purposes of compensation and seniority accruals. An expanded transfer to a classification with a higher maximum pay rate shall be considered a promotion for purposes of compensation and seniority accruals.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 7.01 Employee Movement.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised October 19, 2010.