



Santa Cruz Consolidated Emergency Communications Center

495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

9-1-1 FIRE
POLICE
MEDICAL



Michael J. McDougall
General Manager

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No.	1061	Date Issued:	August 4, 1994
Section:	1000 – Personnel Policies	Date Revised:	March 23, 2006
Accreditation Standards:	None		

SUBJECT: LATERAL TRANSFERS

APPROVED:


 Board Chairperson

1.0 If, as a result of an open competitive examination, an applicant holding a comparable position with a comparable agency is appointed to an Authority position, the General Manager may declare such an appointment a lateral transfer.

2.0 Upon approval of the General Manager, and notwithstanding the provisions of Policy No. 1240 (Vacation) and Policy No. 1250 (Sick Leave), a lateral transfer employee may:

2.1 Be authorized to accrue vacation time at an accelerated rate in accordance with Policy No. 1240 (Vacation Leave) in recognition of their service credit with a lateral agency.

2.2 Be advanced up to one hundred and sixty (160) hours of sick leave upon their first day of Authority employment.

2.2.1 In consideration of these advanced hours, additional sick leave will not be accrued until after the completion of the sixteenth month of employment, after which time the hours shall accrue at the rate established by Policy No. 1250 (Sick Leave).

2.3 Have their service time with the comparable agency recognized for the purpose of computing sick leave pay outs as specified within Policy No. 1250 (Sick Leave).

3.0 At the discretion of the General Manager, a Lateral Transfer employee appointed to an Authority management position may be required to relocate to the Santa Cruz area.