

**County of Gloucester**  
**Human Resources Manual**

<b>CHAPTER:</b>	<b>3 - CHANGES IN EMPLOYMENT &amp; SEPARATION FROM SERVICE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>1 – TRANSFERS</b>	<b>REVISED: 5/22/24</b>

The County may permanently or temporarily transfer employees between departments within the merit system jurisdiction of the County of Gloucester as defined in 4A:1-1.3. The statutory language regarding transfers within the same governmental jurisdiction under the NJ Civil Service Commission can be found in NJ Administrative Code, Title 4A-7.1.

### **Permanent Transfers**

Permanent transfers affecting permanent employees as defined in 4A:1-1.3 will be done in accordance with NJ Civil Service Commission rules (4A:4-7.1). In accordance with 4A: 4-7.1 (a), a permanent transfer is the movement of a permanent employee between organizational units within the same governmental jurisdiction.

If the transferred employee is concurrently appointed to a title other than that held on a permanent basis (with NJ Civil Service) at the time of transfer to accurately reflect new duties, the permanent transfer shall be made in combination with appropriate promotional, lateral title change or voluntary demotion procedures. See NJAC 4A:4-2.4 through 2.7, 7.6 and 7.8, respectively.

Employees who are transferred within the merit system jurisdiction of the County of Gloucester shall be considered to have continuous service for seniority for NJ Civil Service purposes only. All other matters subject to seniority are based on the hire date with the merit system jurisdiction of the County of Gloucester.

### **Temporary Transfers**

Employees may be temporarily transferred for a maximum of six months to effect economies, make available a needed service for short periods or for any other documented purpose, which is in the best interest of the public service (4A:4-7.1(d)).

These temporary transfers may be voluntary or involuntary and require the approval of the Commissioner, NJ Civil Service Commission (4A:4-7.1(d)). Any affected employee must be given at least 30 days' written notice of an involuntary transfer, except an involuntary emergency transfer, in which case reasonable notice must be given.

An emergency transfer is the movement of a permanent employee between departments for a maximum of 30 days (4A:4-7.1(e)). Employees who are involuntarily transferred must be given 30 days written notice unless the Commissioner, NJ Civil Service Commission, finds emergent conditions require a more immediate transfer (4A:4-7.1(f)1&2).