

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Human Resources
Policy Number: 16.01.01
Policy Name: Notification to the Office of Human Resources of
Administrative Transfers

Original Effective Date: 07/28/2008
Revision Date(s): 05/01/2013, 10/09/2009
Current Revision Date: 05/01/2016
Approved By: Thomas D. Pristow

PURPOSE: In order to expedite the smooth transition of all staff movements and to insure that all personnel and payroll records are accurately maintained. This will allow for greater communication in advance of any movement and facilitate the notification of all necessary areas (Payroll, Benefits, Fiscal, and Information Services), prior to changes taking place.

SCOPE: This policy applies to Human Resources and Division of Children and Family Services (DCFS) personnel.

POLICY

- A. All administrative transfer notifications must be made to Human Resources (HR) at least two (2) weeks prior to the requested effective date.
- B. The effective date of all administrative transfers must be at the beginning of the pay period.
- C. Notification will be done by scanning a copy of the memo requesting the administrative transfer with all of the necessary approvals on it (Senior Manager; Deputy Administrator; and Administrator). The approved memo will be scanned to the Human Resources (HR) Analyst by the Administrator's Office. The date that the approved memo is scanned to HR will be considered to be the notification date.
- D. In this way all involved parties (Workers, Supervisors, Sr. Managers, Deputy Administrators and Administrator) have already been notified of the transfer and that the effective date requested is mutually agreeable.