

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4132 TRANSFERS WITHIN THE SAME RATE GROUP

Transfers of personnel from one position to another within the same salary rate group may be made by the Director.

A. Voluntary Transfers

An employee who wishes to transfer to another position in the same salary rate group shall file a written statement of such interest with the Director. Such transfers will be made at the discretion of the Director when such action seems in accordance with the needs of the Library and the welfare of the employee.

B. Involuntary Transfers

When involuntary transfers are deemed necessary, such transfers will be discussed in advance with each employee concerned in order to explain the reasons for the action and to give consideration to the employee's wishes to the extent that circumstances permit.