



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: TRANSFER REQUEST
(EMPLOYEE REQUEST FOR RE-ASSIGNMENT)

Policy No.: A340
Effective Date: 06/2001
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Purpose of Procedure: To describe the process for nursing staff requesting a voluntary transfer or reassignment. This policy applies to 1) requests for reassignment to a work location or unit that is different from the employee's home unit, and 2) requests to change to another work shift either on the home unit or on a different unit. In a voluntary lateral transfer or reassignment, the employee retains the same county position or job item. This policy does not apply to promotional, demotional, or administrative transfers.

Policy Statements:

1. Eligible employees must have a current, competent performance evaluation.
KEY POINT: No transfer should occur without a clear disclosure of an employee's current performance.
2. Employees must complete the probationary period before requesting reassignment.
3. Reassignment requests are current for six months and must be renewed by the employee if the desire for reassignment continues.
4. Employee may request more than one reassignment.
5. Release dates or the effective transfer dates must be provided as specified by county code OR MOU. Additional time may be allowed under special circumstances based on the needs of the department.

Procedural Steps:

I. Transfer Requests

- The employee completes the form "Employee Request for Reassignment" (Transfer Request) and submits to Nursing Recruitment Office staff who initials/dates the request as confirmation of the department having officially received such request(s). This date determines the priority order of the request in relation to other requests.
- Nursing Recruitment Office staff will:
 1. Enter the transfer request information in the appropriate unit section of the Transfer Book with the following information:
 - work unit and/or shift requested
 - the date on the request by the employee
 - the date received by the department
 2. Provides a copy of the request to 1) the employee, 2) the current Nurse Manager, and 3) the Nurse Manager of the requested unit.
 3. Schedules employee's interview with the requested unit Nurse Manager if there is a vacancy.
 4. Receives and records information from Nurse Managers regarding their decisions to grant the transfer requests or not, and if granted, employee's acceptance or declination.
 5. Updates the transfer book for each employee request accordingly.
 6. If a transfer is offered and employee declines, discontinue the request and make a notation on the transfer request.

7. Save the submitted written refusal or declination with a reason from the employee in the specific electronic file.
8. Forward a copy to the Nurse Manager of the unit requested.
9. If an employee has more than one reassignment request in the transfer book and one of the requests was granted, discontinue all other requests.

II. Selection Process: Nurse Manager Guidelines

- A. Upon receiving a transfer request, reviews the unit vacancy.
 - B. Coordinate for interview with the Nursing Recruitment Office.
 - C. Conducts transfer selection interviews and notifies employee seeking transfer of decision. If a transfer is offered and employee refuses, instruct the employee to submit a "written refusal or declination with a reason."
 - D. Notifies Nursing Recruitment staff of final decisions to accept or decline transfer requests.
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Reference: Memorandum of Understanding (MOU), 2019

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