



Human Resources  
City of Amarillo  
601 S. Buchanan St. Rm 101  
Amarillo, Texas 79101

# Memo

**From:** Mitchell Normand, Director of Human Resources

**Re:** Temporary Suspension of the Employee Transfer Policy

**Date:** April 28, 2022

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Effective immediately, the Employee Transfer Policy is suspended until further notice. Newly hired employees are not prohibited from laterally transferring or promoting to different positions inside or outside of the hiring department prior to satisfying six months of employment with the City of Amarillo.

**CITY OF AMARILLO  
POLICIES AND PROCEDURES**

<b>Department:</b>	Human Resources Department
<b>Procedure:</b>	Employee Transfer Policy
<b>Effective Date:</b>	October 1, 2016

**Purpose:**

The purpose of this policy is to ensure consistency among all departments regarding the transfer of newly hired City employees. A newly hired employee is an employee who has not completed his/her six (6) month of employment with the City of Amarillo.

**Scope:**

All Departments/All City Employees (full-time and part-time).

**Definition:**

A lateral transfer is the assignment of an employee from one position to another position not involving promotion or demotion. A transfer may be for administrative convenience or upon the request of the employee. Transfers may also be in conjunction with an announced selection process.

**Policy:**

1. A newly hired employee will not be allowed to make a lateral transfer to another department within their first six (6) months of employment.
2. Lateral transfers and promotions can take place within the same department, prior to a newly hired employee reaching their six (6) months of employment.
3. A newly hired employee will not be allowed to transfer to another department if any of the following exist:
  - a. The employee has received a disciplinary action (written reprimand or higher constitutes a disciplinary action) and/or is currently under administrative investigation; or
  - b. The employee's most recent evaluation is below a "good" rating.