

**San Bernardino County
Department of Behavioral Health**

Intra-Department Reassignment Policy

Effective Date 05/1996
Revised Date 03/24/2015  CaSonya Thomas, Director

Policy It is the policy of the Department of Behavioral Health (DBH) to promote workforce development for its employees. One strategy is to allow employees the opportunity to request a reassignment from one program to another within the Department.

Reassignments This policy applies to all DBH positions for which there are staff in other programs of the same classification. If there are no other programs that employ staff in the same classification, standard DBH processes should be followed to fill the position.

Selection Hiring managers and supervisors may interview internal staff expressing an interest in reassignment to the position prior to, or concurrently with, interviewing external candidates referred on the list from Human Resources (HR). There is no obligation to select a DBH candidate unless there is a good fit for the program.

Good Standing Definition An employee must be in good standing to request a reassignment. An employee is considered in good standing if all of the following apply:

- Work Performance Evaluation (WPE) must be overall Meets Standards
- Not on a Work Performance Improvement Plan (WPIP)
- Not on a Leave Restriction Plan (LRP)
- No current, pending or past (within one year) disciplinary actions

Related Policy and Procedure DBH Standard Practice Manual:

- HR 4008-1: [Intra-Department Reassignment Procedure](#)
- HR 4002: [Approval for Filling Vacancies Procedure](#)
- HR 4026: [Position Transfer, Reassignment, and Borrowing Policy](#)
- HR 4026-1: [Position Transfer, Reassignment, and Borrowing Procedure](#)
