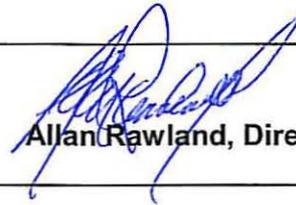


**County of San Bernardino
Department of Behavioral Health**

Position Transfer, Reassignment, and Borrowing Procedure

Effective Date
Revision Date

7/94
6/15/07


Allan Rawland, Director

Purpose

To instruct Department of Behavior Health (DBH) Supervisors, Program Managers, and DBH fiscal and payroll, on the proper steps to follow when processing department position transfers and borrowing, and employee reassignments.

Intra-Department Transfer and Reassignment Procedure

The following illustrates the procedure to be followed for processing an intra-departmental transfer or employee reassignment:

Step	Action
1	<p>The Program Manager, Supervisor, or designee retrieves the Intra- Department Transfer (IDT) form and fills out the form completely, indicating employee:</p> <ul style="list-style-type: none"> • Name • Employee number • Program name • Dept (MLH/ADS/MHSA) • GRC code • Old position number, classification of position and cost center • New position number, classification of position and cost center • Effective date (normally beginning of following pay period) <p>Note: If an employee is reassigned to a different position number and they receive bilingual compensation, they must submit a new bilingual compensation request for the new position number.</p>
2	<p>The Program Manager, Supervisor, or designee signs the IDT form and ensures that the Deputy Director signs it as well; and it is forwarded to the Director/HRO designee</p> <p>Note: All position transfers are to be implemented at the beginning of the pay period.</p>

County of San Bernardino Department of Behavioral Health

3	<p>The Director/HRO designee reviews the IDT form and gives it to payroll</p> <p>Note: If the IDT is incomplete, it must be returned to the Program Manager, Supervisor or designee for completion.</p>
4	<p>The payroll section audits the form to ensure accuracy and completion, and then prepares the EMACS Position Data Change form (found at: http://countyline/emacs/forms.asp) and sends it to EMACS for processing.</p> <p>Once the form has been sent and EMACS is updated, it's verified and if there are errors, corrections are submitted.</p>
5	<p>The payroll section then sends a HIPAA Staff Changes Notification List report to:</p> <ul style="list-style-type: none"> • Property Management – to control access to all DBH facilities. • Computer Services – to review access to DBH systems and applications. • Medical Director's Office – to conduct authorization to write 5150's and position tracking. • Business Office – to determine if Medi-Cal PIN numbers need to be added or deactivated. • Fiscal Unit – for the purpose of position tracking • Compliance – for HIPAA training registration. <p>The notification is to contain:</p> <ul style="list-style-type: none"> • Employee name • Employee ID • Classification • Old cost center and new cost center • Effective date of transfer (must be at the beginning of a pay period) <p>Note: Notification will be sent once a week for all transfers that have occurred in that week. Any transfers that occurred in previous weeks, but not reported, will also be included in the list.</p>

County of San Bernardino Department of Behavioral Health

**Borrowed Position
Requisition
Procedure**

The Program Manager is to perform the following procedure in order to process a borrowed position requisition:

Step	Action
1	Retrieve the Borrowed Position Requisition form
2	Fill out the form completely indicating: <ul style="list-style-type: none"> • Program Name - requesting and approving • Location - requesting and approving • Dept (MLH/ADS/MHSA) • Cost center • GRC code • Classification • Justification
3	Obtain approval by the Deputy Director.
4	Ensure that the current Program Manager and Deputy Director for both requesting and approving departments sign the Borrowed Position Requisition form and turn the form into the Director/HRO designee. Note: The Director/HRO designee initiates the IDT process (see intra-department transfer and employee reassignment procedure above) after the Borrowed Position Requisition form is turned in.
