



General Order

Department of Fire & EMS

G.O. 9-2-2023

Subject: Voluntary Employee Transfer Request

Date: September 15, 2023

Authority: Chief Michael W. Robinson, Director

All employees will be allowed the opportunity to request to change their current assignment. All employees requesting to change their assignment shall fill out the electronic form (Link Below). This will automatically generate an excel spreadsheet that will be utilized by administration to determine reassignments. Voluntary Transfer Request are request and administration has the right to not honor request based on the needs of the Department. Any employee wishing to request a voluntary transfer shall submit prior to October 1, 2023, for consideration in the next reassignment, that will coincide with the hiring process. All Voluntary Transfer Requests will expire at the end of the calendar year and a new request will need to be submitted in 2024. These requests will be prioritized in the order received.

<https://forms.office.com/Pages/ResponsePage.aspx?id=29prynH3Lk-IW3khVjWIJ77s6vTOARlImvaiejwoDENUOfc5QzNWWDRFVDdaS0xJTUJJNFU5MUVJRy4u>