



CHAPTER: Reassignment

SUBJECT: Status of Benefits Upon Movement

POLICY NUMBER: 4.405

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RELATED POLICIES:
4.800

ENABLING RESOLUTION:
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DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One. The Memorandum of Agreement should be consulted for those Fire District employees who are included in the bargaining unit.

I. Purpose

The intent of this Policy is to clarify the status of an employee's benefits when there is a reassignment or movement within the Organization.

II. Policy

This Policy sets out the changes that occur when an employee is demoted, promoted or transferred.

III. Procedure

A. Vacation and sick leave are not affected by a demotion, promotion or transfer.

1. If an employee leaves the original department in good standing, the new department must accept the accumulated vacation and sick leave.
2. Vacation leave that an employee has accumulated may be taken with the approval of the Division Director, Department Head or Elected Official.
3. Sedgwick County employees accepting employment with Sedgwick County Fire District Number One shall utilize vacation hours or be paid the balance prior to joining the District. The employee will not carry over accumulated vacation leave.

B. Retirement years of service are not affected by a demotion, promotion or transfer.

C. Health insurance is not affected by a demotion, promotion or transfer.

D. Life insurance coverage may change, depending on the position to which the employee is demoted or promoted.