



City Council Agenda Memo

Crest Hill, IL

Meeting Date: September 11, 2023
Submitter: Dave Strahl, Interim Employee Relations Representative
Department: Human Resources
Agenda Item: Consideration of Employee Transfer Policy

Summary: Creation of a policy to determine the placement of employees that transfer between positions. This policy will provide direction as to the placement into the salary range of an incumbent employee transferring from one position to another. The placement would be based on the tenure of the employee based on their years of service as to placement into the salary level in the position they would transfer between.

Recommended Council Action: Approval of the employee transfer policy, effective October 1, 2023.

Financial Impact:

Funding Source: Not Applicable

Budgeted Amount:

Cost:

Attachments Draft employee transfer policy.