



# General Order

## Department of Fire & EMS

G.O. 1-1-2024

**Subject:** Voluntary Employee Transfer Request

**Date:** January 4, 2024

**Authority:** Michael Stoner, Assistant Chief

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 or QR Code Below). This will automatically generate an excel spreadsheet that will be utilized by administration to determine reassignments. Voluntary Transfer Request are requests 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 February 1, 2024 for consideration in the next reassignment, that will coincide with the next hiring process. All Voluntary Transfer Requests will expire at the end of the March and a new request will need to be submitted at a later date in 2024. These requests will be prioritized in the order received.

<https://forms.office.com/g/LMrEYfdNvG>

