

TA *John Jones* 10/1/19  
*AST*

**ARTICLE 10  
TRANSFER PROCEDURES**

- 10.1 A transfer is defined as an employee-initiated movement from one work site to another within the same classification, or, to a related classification in the same job family at the same salary range, or, to a lower, related, classification in the same job family and for which the Unit member meets the minimum qualifications of the District.
- 10.2 Each permanent Unit member shall have the opportunity to request a transfer. The District shall utilize procedures for the handling of transfer requests. Such procedures shall include the use of a transfer request form, which has been filed with the Personnel Commission. Such requests shall be operative until June 30. Unit members shall be notified of the upcoming expiration of their transfer request by May 30, and shall be given the option of renewing their requests for the following academic year. Failure to notify a unit member of the upcoming expiration of their transfer request will result in the automatic renewal of the transfer request for the following academic year. ~~for not more than one (1) calendar year (January to December) and must be resubmitted annually.~~ Acknowledgment and approval by the employee's current supervisor shall not be required to request a transfer.
- 10.3 Outside applicants will be employed for positions only after District employees who have filed transfer requests have been considered for transfer. The following criteria shall be considered in determining transfer:
- (a) The needs and efficient operation of the District as determined by the Superintendent or designee.
  - (b) The recommendation of the current administrator or supervisor.
  - (c) The recommendation of the administrator or supervisor where the vacancy exists.
  - (d) Evaluations and other records of job performance.
  - (e) Recent training and/or experience relevant to the vacancy.
  - (f) Seniority within the classification.
- 10.4 Reassignment is defined as a District-initiated change of employee work location. The District reserves the right to assign and reassign employees consistent with District needs.
- 10.5 Involuntary Reassignment: An involuntary reassignment may be requested by the Unit member's principal or department head when he/she deems a reassignment would be in the best interests of the Unit member or the District. Before any request for an involuntary reassignment is acted upon, the Unit member shall be given at least ten (10) calendar days written notice prior to the start of the school year and fourteen (14) calendar days during the school year by the principal or department head that an involuntary reassignment is being recommended and the reasons therefore. Upon

request, an opportunity will be provided for the Unit member to meet with appropriate division administrator or the Associate Superintendent for Personnel Support Services to discuss the proposed reassignment. Involuntary reassignments shall not be arbitrary or capricious.