

Administrative Regulation

Classified Employees, Transfer of

A transfer may be made at the employee's request or for the good of the service at the discretion of the department heads involved, provided that such action shall not be taken for punitive or preferential reasons.

All transfers shall be reported to the personnel director in writing at least two working days prior to the effective date of the transfer.

Transfer to a position in a related class may be made only with the approval of the Personnel Commission.

A transfer that is made for disciplinary reasons shall be considered an involuntary demotion, and the employee shall have the right to file an appeal.

Transfers shall be made without change in salary rate, anniversary date, accumulated illness leave, and accumulated vacation credit.

A permanent employee who transfers to a position in a class in which he/she has not previously completed a probationary period shall be considered probationary in that class.

An employee who transfers from one class to another shall not receive seniority credit in the new class for service in other classes.

The reasons for any transfer which is not voluntary shall be discussed with the employee and reported in writing to the personnel director.

Requests for transfer shall be submitted in writing to the Office of Personnel Services and must include:

- A. The classification to which the employee desires to transfer
- B. Any qualifying factors describing the kind of position he/she wishes to transfer to
- C. The reason for requesting a transfer

The appointing authority shall determine if employees requesting transfer will be certified to fill a vacancy. If transfers are to be certified, the appointing authority must interview all qualified employees who have requested transfer.

Requests for transfer will be kept active until the end of the school year and must be resubmitted annually.

All transfer requests will be kept on file in the Office of Personnel Services and will be considered in filling vacancies unless the employee submits a written statement that he/she no longer wishes to be transferred.

Transfer requests will be kept confidential until the employee's name has been certified to the appointing authority.

The subject of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this regulation as they apply to employees in that unit.

Ref: EC Section 45261

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