

ARTICLE 6

TRANSFERS

6.1 General

- 6.1.1 When a vacant position is available, the District shall offer the opportunity for employees within the same classification to transfer to such positions. Transfers to fill the vacant positions shall be by one of the following two methods: (1) voluntary transfers; which are initiated at the request of the employee, and (2) administrative or involuntary transfers, which are initiated by the District. A position transfer is the placement of an employee into a vacant position within the employee's same classification which results in a change in department or supervisor. An employee may also be entitled to a lateral transfer as provided for under the provisions of Merit Rule 9.5.3. A lateral transfer as defined under Merit Rule 9.5.3. shall mean the reassignment of an employee to a position in a similar or related class with the same salary range and shall be administered by the Personnel Commission. Pursuant to the Education Code, the reemployment list takes precedence over all transfers.
- 6.1.2 The District shall have the sole authority to determine when and where there is a vacant position. All position transfer requests shall be submitted to the Office of Human Resources for processing.
- 6.1.3 All vacancies shall be posted by the District for not less than ten working days at all work locations prior to being filled. Within three (3) working days of the posting of a vacancy under this section, the District will provide CSEA with notice of the posting. Notices of a vacancy shall be sent to all classified staff via email and a hard copy shall be posted at all posting locations.

6.2 Position Transfers

- 6.2.1 Employees, except for probationary employees as defined in 6.2.2, may submit written request to the Office of Human Resources for transfer to positions within their current classification at any time during the work year.
- 6.2.2 Probationary employees with six or less months of service in their classification are not eligible to be considered for voluntary transfer.
- 6.2.3 When a new position is created, or an existing position becomes vacant, the District shall first offer the opportunity to transfer to employees serving in the same class in the District.
- 6.2.4 Any employee on leave, vacation, or not on duty due to his/her work year assignment during the period of the posting shall be mailed a copy of the notice by first class US mail on the date the position is posted, provided that the employee notifies the Office of Human Resources of his/her interest in applying for the specified vacant positions prior to the commencement of the leave of absence.
- 6.2.5 An employee on leave shall have the right to have any other employee of the District file for transfer on his/her behalf during the employee's leave.
- 6.2.6 Transfer applicants will be interviewed by the immediate supervisor. The immediate supervisor may make his/her final appointment from among the transfer applicants with the concurrence of the Superintendent/President or designee. In the event that a position is not filled by a transfer, the position shall be filled by an appointment from a current eligibility list.
- 6.2.7 Requests for withdrawal of transfer(s) may be submitted in writing at any time.

6.3 Administrative Transfers

6.3.1 Administrative transfers are at the discretion of the District. An employee who is to be transferred may request a conference and a written statement from the immediate supervisor regarding the reasons for the transfer. The District will work together with the Association to resolve problem situations. An employee who is to be administratively transferred may utilize the Peer Resolution Committee process as set forth in Article 10 Section 10.2.3. (Utilization of the Peer Resolution Committee process does not entitle such an employee access to the grievance procedure).

6.3.2 An administrative transfer shall not affect the employee's placement on the salary schedule or cause any involuntary increase or reduction in hours.

6.4 Notice of Transfer

6.4.1 The District shall notify CSEA, in writing, within five (5) working days of the transfer of any bargaining unit employee.