

## RULE 16

### TRANSFERS

#### 1601 Transfers

- A. An employee may submit a transfer request and may transfer, subject to the discretion of the District, from one position to another position in the same class. The request for transfer may be made in writing, email or telephone to the Executive Director/Director of Human Resources.
- B. The District may transfer an employee from one position to another position in the same class based on the needs of the District. Reasons for an involuntary transfer shall be discussed with the employee by the immediate supervisor. If an involuntary transfer is for disciplinary reasons, then the action will be covered under Merit System Rule 20, Disciplinary Procedures.
- C. A permanent employee may submit a transfer request and, subject to the discretion of the District, the employee may transfer from one classification to another at the same level with the approval of administration.
- D. Employees requesting a transfer from one classification to another classification at the same level must meet the employment criteria for the vacant position in order to be considered for the transfer. Additionally, employee seniority and the needs of the District shall also be considered.
- E. Transfers shall be made without change in increment date, accumulated illness leaves, accumulated vacation credit or in any other manner which will reflect adversely upon the rights of the employee, as provided in the Education Code and these rules.
- F. A permanent employee who is transferred to a position in a class in which the employee has not previously completed a probationary period shall be considered probationary in that class for a period of six (6) months or 130 days of paid service, whichever is longer. At any time during the probationary period, the employee may request to be returned (transferred) to the former class. If the employee is unsuccessful during their probationary period and is released for reasons other than cause, the employee will be returned to their previous classification.
- G. Transfers shall have the following effects on seniority: (1) within the same class--none; (2) from one class to another--the employee shall not receive seniority

credit in the new class for service in other classes, however, the employee shall retain such credit as seniority in the classified service.

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