

1 **ARTICLE 9: TRANSFER PROCEDURES**

2 9.1 **Definition**

3 A transfer is defined as a lateral move by a unit employee from the employee's
4 present position to a position in another job location but within either the same
5 job classification or a different job classification at the same salary range.

6 9.2 **Employee Initiated Transfer Requests**

7 A unit employee may request a transfer subject to the following conditions:

8 9.2.1 The criteria to be used in consideration of transfer requests shall include
9 one or more of the following:

- 10 A. The needs and efficient operation of the District.
- 11 B. The contribution the unit employee can make in another job
12 location.
- 13 C. The qualifications including the experience and recent
14 training of unit employee compared to those of other
15 candidates for both the job locations to be filled, and the job
16 location to be vacated.
- 17 D. The length and quality of the service rendered to the District
18 by the unit employee.
- 19 E. The recommendation of the immediate manager to whom
20 the employee is currently responsible and the immediate
21 manager where the vacancy exists.
- 22 F. The preference of the unit employee.
- 23 G. Affirmative Action goals of the District.
- 24 H. An opportunity to be evaluated in a different location.
- 25 I. Significant personality conflicts.

26 9.2.2 A request for transfer on a District and CSEA approved form may be
27 submitted at any time to the Office of Human Resources. An employee
28 initiated transfer request on a proper form shall remain on file in the
29 Human Resources office and only removed from the transfer request list
30 by the requesting employee.

31 9.2.3 The Director of Human Resources, or designee, shall notify the
32 appropriate immediate manager of unit employee's request for transfer. If
33 requested vacancies develop, administrative consideration shall be given
34 to all employees who submitted properly completed transfer requests for
35 such vacancies, prior to the distribution of vacancy announcements and/or
36 advertising such vacancies. Administrative considerations shall include an
37 interview between the employee and the manager.

38 9.2.4 The District shall provide the unit employee, the appropriate immediate
39 manager, and CSEA President official notification of the approval of the
40 voluntary transfer request.

41 9.3 **Employer Initiated Transfers**

42 9.3.1 A transfer may be made by the District at any time for any of the following
43 reasons:

- 44 A. A change of enrollment or workload necessitating transfer of
45 unit employees.
- B. Improved efficiency of the District.

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- C. Reassignment of member of immediate family. Members of the immediate family who are employed by the District shall not be assigned to a work location in which the employee is supervised, directly or indirectly, by a member of his/her immediate family. If family relationships change as a result of marriage during the school year, and an employee is subject to supervision, directly or indirectly, by a member of his/her immediate family, an employer-initiated transfer shall be initiated immediately thereafter.
- D. An opportunity to evaluate a unit employee in a different location.
- E. Significant personality conflicts.

9.3.2 When a manager-initiated transfer occurs the CSEA President will be provided a copy of the transfer.