

PERSONNEL– ALL CLASSIFIED EMPLOYEES

SUBJECT: Changes in Position or Class

Transfer

An employee may be transferred at his/her request or for the good of the service from one position to another in the same class at the discretion of the Supervisor involved, provided that such action shall not be taken for punitive or preferential reasons.

A permanent employee may be transferred to a position in a relative class on the same salary range. The Personnel Office shall maintain a list of related classes which shall be available for inspection by employees.

The Assistant Superintendent Personnel Services shall determine whether classes are sufficiently related to permit transfer between them. S/he shall consider similarity of duties, minimum qualifications, occupational group, and promotional field (above and below). In general, more latitude in transfers is permitted:

1. As the employee's seniority in the classified service increases.
2. When the transfer request is based on reclassification, impending layoff or reasons of health.
3. When the employee meets the minimum requirements for the class.

A permanent employee who transfers to a position in a class in which s/he has not previously completed a probationary period shall be considered probationary in that class for a period of 130 working days. At any time during the probationary period s/he may be returned to his/her former class without right et appeal, unless such action results in layoff, demotion, or reduction in assigned time. In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.

Transfers 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, s/he shall retain such credit as seniority in the classified service.
3. When a class is abolished as a result of reclassification and personnel are being reclassified into a new District position classification, the Assistant Superintendent Personnel Services shall determine what seniority in the abolished class is credited to the new classification and shall notify each affected employee.

4. Transfer shall not be used as a device to alter the sequence of impending layoff, although employees whose positions are to be eliminated may transfer to other classes as this rule contemplates.

Reasons for any transfer which is not voluntary shall be discussed with the employee by his/her immediate supervisor.

Transfers shall not change the employee's salary rate, anniversary date, accumulated illness leave, and accumulated vacation credit, or in any other manner reflect adversely upon his/her rights as provided in law and these rules.

Demotions

A permanent employee may request voluntary demotion to a class with a lower maximum salary rate. Such demotion requires the approval of the Board.

Voluntary demotion is a privilege available to a probationary employee only in cases when s/he would otherwise be laid off for lack of work or lack of funds.

Involuntary demotion is a disciplinary action for cause and is subject to the pertinent rules and procedures