

**TRANSFERS/REASSIGNMENT**

**Temporary Assignment to a Higher Classification**

A temporary assignment to a higher classification shall not be continuous for a period of more than six calendar months unless the assignment is necessitated by the absence of a regular employee who is scheduled to return to his/her assignment. Selection of an employee to be temporarily assigned to a higher classification shall be determined with regard to work location, convenience and qualifications of available regular employees. Whenever possible, an assignment shall be made from employees who volunteer for the assignment, if the assignment of a volunteer will have the least deleterious effect on work location and/or district operations.

**Transfers**

Transfers of classified personnel shall be made in accordance with transfer provisions of the collective bargaining agreements.

A transfer is the reassignment of an employee without examination:

1. From one position to another position in a related class on the same salary range.
2. A change of work location without changing positions.
3. When position is changed from one work location to another.

**Employee Transfer Requests**

An employee who is permanent in the class from which transfer or change of location is desired may request a transfer for a change of location or a change of hours. A file of names of employees requesting transfer or change of location or change of hours shall be maintained in the classified personnel office.

**Voluntary Demotion and Lateral Transfer**

Any permanent employee may, when a vacancy exists, request a voluntary demotion to a lower classification or a lateral transfer to a related classification stating reasons therefore in writing. Such requests require the approval of the Director of Personnel/Internal Relations and the head of the department to which the employee is to be assigned.