

## Transfer Process

- ❖ When an existing position becomes vacant, the District reserves right to review the position and recommend whether or not to fill the vacancy.
- ❖ If there are unit members currently working in the same classification as the vacant classification, the position will be posted internally for a minimum of 5 business days to allow those working within that classification to request a transfer before the position is advertised to general public.
- ❖ Any permanent unit member interested in serving in the vacant position who meets the criteria below, may apply for a lateral transfer to the vacant position of the same or lower number of hours per week, and same or lower number of months per year.
- ❖ Transfer applicants must:
  - Submit in writing to Human Resources:
    - a current resume, and
    - an interest statement addressing job related reasons for requesting the transfer.
  - Meet the following criteria:
    - have served a minimum of 2 years in his/her classification.
    - have not had an overall rating of “needs improvement” in the job performance evaluations filed in the previous two years of employment.
- ❖ If only one request for transfer is received, the supervisor, will review the request for transfer, may interview the interested candidate, and will recommend, within 5 working days of the closing date for transfer applications, to the area administrator their recommendation on whether to approve the request for transfer or commence with the recruitment process.
- ❖ If more than one request for transfer is received, a Transfer Screening Committee shall be convened with the following representation: Immediate Supervisor, one other employee with knowledge of the position, and one CSEA Officer, member of the CSEA Negotiations Team, or a unit member appointed by CSEA.
- ❖ Transfer Screening Committee Duties: The Committee must review all transfer requests within 5 working days of the closing date for transfer applications. The Committee shall use a consensus model for approving a transfer request. An interview may be utilized by the Committee prior to making any determination. If the Committee cannot reach consensus, then the position shall be announced to the public at large, and the District’s normal recruitment process shall commence.
- ❖ If transfer request is denied, the employee may still apply for the vacancy that is announced to the general public.
- ❖ When a unit member permanently transfers to another position within the same classification, the unit member will:
  - continue to be paid at his/her current salary,
  - maintain seniority rights within the classification, and
  - maintain permanent status.

Updated: June 18, 2007