

ARTICLE 11

TRANSFERS AND ASSIGNMENTS

- 11.1** A **transfer** refers to any action which results in the movement, relocation or reassignment of a classified employee to another worksite which may be judged to meet fluctuations in enrollment, instruction requirements or the desire of a classified employee for a change of assignment.
- 11.2** A transfer may be employee-initiated (**voluntary**) or District initiated (**involuntary**).
- 11.3** Notices of vacancies in non-restricted position shall be posted by the DISTRICT for not less than one (1) calendar week at all work locations prior to being filled.
- 11.4** Voluntary Transfer: A classified employee may request a voluntary transfer to an open or unopened position to take effect during the school year or at the beginning of the next school year. When such a request is received the following procedure shall be followed.
- 11.4.1** The filing of the request for a transfer is without prejudice to the employee. It shall not jeopardize, nor shall it be construed as an indication of dissatisfaction with his/her present assignment.
- 11.4.2** No reassignment, however, shall be requested before a conference has been held by the employee with the supervisor and/or the Assistant Superintendent of Business.
- 11.4.3** Request for transfer on file prior to posting of vacancies shall also be given consideration
- 11.4.4** When more than one (1) employee applies for the same position, the employee who has seniority in the District and who has the proper qualifications to perform the required services shall be given first consideration.
- 11.4.5** Voluntary transfer requests shall be given priority consideration over involuntary transfers.
- 11.4.6** A meeting between all parties concerned with regards to a voluntary transfer to an un-open position (in job sharing request) shall take place within fifteen (15) days from the request.
- 11.4.7** If a voluntary transfer request is denied, the employee shall be provided with the specific reasons for the denial. All requests for the transfer on file in the District office shall become inactive on October 1 of the following school year.

11.5 Involuntary Transfers:

Any transfer of classified personnel initiated by the District shall be made in full cooperation with all parties concerned whenever possible. Reason for the transfer shall be given and shall be discussed with the parties concerned, and expressly understood by those concerned, prior to any actions being taken or any public announcement of contemplated action.

- 11.5.1** An involuntary transfer shall not result in the loss of compensation, seniority or any fringe benefit to an employee.

11.5.2 Involuntary transfers shall be done on a reverse seniority basis.

11.6 No employee shall be transferred for disciplinary reasons unless the District has fulfilled its obligation to evaluate the employee in accord with the procedures outlined in Article X, "Evaluation", of this Agreement.

11.7 Assignments: Classified employees are assigned to various duties by their immediate Supervisor upon approval of Superintendent or designee.

11.8 If an employee has been assigned by the Superintendent or designee to perform duties inconsistent with those assigned to the position, and which are at a higher level classification for at least one (1) full work day, the employee shall be compensated for this assignment at the 1st column of the salary step for the type of work that is at least one (1) full step above the rate the employee received in the previous class from the 1st day of the assignment.