

ARTICLE XIV  
TRANSFER AND REASSIGNMENT

- 14.1 As used in this article, the term "transfer" means a change of college location of an employee within the same job classification, and a "reassignment" means a change of department or work location at the same college and within the same job classification. An employee's relocation to voluntarily accept a promotion is not covered by this article.
- 14.2 Any employee covered by this Agreement who desires a future transfer or reassignment may submit a written request to the District Human Resources Office. Human Resources, when appropriate, will notify the Personnel Commission. Requests shall be considered current for one (1) year after submission, provided that requests older than one (1) year may also be utilized, and provided that an employee may update or withdraw his/her request at any time.
- 14.3 When the District determines it is necessary to fill a vacant position, the Personnel Director shall certify to the appropriate supervisor a list of qualified candidates plus a list of all transfer or reassignment applicants having the necessary training and experience for the vacant position. The term "candidate," as used in this article, includes applicants for reemployment, promotion and initial employment with the District.
- 14.4 Notice for all vacant positions for which a valid eligibility list is on file will be posted in prominent locations at each college and the District Administrative Center for a period of not less than five (5) working days before the Office of the Personnel Commission referral of lists of candidates or applicants is sent to the appropriate supervisor. Employees interested in transferring to the vacant position will be considered as having filed a timely application if it is received in the Office of the Personnel Commission by the closing date posted on the Weekly Job Announcement. Notice for vacancies which require active recruitment/testing process will be posted for a period of at least five (5) working days before the application deadline. All applications will considered timely if received in the Office of the Personnel Commission prior to the application deadline.
- 14.5 Involuntary transfer normally will not be undertaken except in lieu of layoff or for similar reasons resulting from a lack of work or relocation of programs. Before an employee covered by this Agreement is involuntarily transferred, the District will make all reasonable efforts to accomplish the necessary reallocation of personnel through voluntary transfer or reassignment. Involuntary transfers of employees in the appropriate classification and possessing needed qualifications for the vacant position at relevant job sites, departments, and colleges shall be by reverse order of District seniority, and shall not be undertaken as a form of discipline. Nothing in this section shall require the District to undertake a transfer or reassignment in lieu of layoff.
- 14.6 Reassignments of employees covered by this Agreement are the responsibility of management at the relevant college, provided that such employees shall not be reassigned in an arbitrary or capricious manner.
- 14.7 The Office of the Personnel Commission shall maintain eligibility lists for certification for vacant positions based upon the results of open and promotional examinations. The promotional candidates passing all parts of the examinations shall receive one (1) point additional credit for each year of service in the District up to a maximum of five (5) points for service of five (5) or more years in the District. A year's service in the District shall be calculated as twelve (12) months service from the employee's date of hire as a

probationary employee.