

SECTION 240 – TRANSFERS AND LATERAL REASSIGNMENTS

241 TRANSFER

All transfers of employees must be certified by the Personnel Director and approved by the Governing Board. No increase in salary shall accompany a transfer.

Notice for all vacant positions for which a valid eligibility list is on file will be provided via email to eligible classified employees no less than five working days before the referral of lists of candidates is sent to the appropriate supervisor. Employees interested in transferring or being reassigned to a vacant position will be considered as having filed a timely application if it is received in the Office of the Personnel Commission by the deadline posted in the announcement.

242 LATERAL REASSIGNMENTS

A lateral reassignment is a change from one classification to a related classification on the same salary range. Employees requesting a lateral reassignment must meet the minimum qualifications of the new classification. Determination of whether classifications are sufficiently related to permit reassignment between them shall be based upon the similarity of duties, similarity of occupation fields, and the similarity of the examination processes, as determined by the Personnel Director.

243 PROBATIONARY PERIOD FOLLOWING TRANSFERS AND REASSIGNMENTS

A probationary period is not required for transfers or reassignments; however, courtesy evaluations are provided within the first six (6) months to facilitate communication and work expectations. Lateral reassignments to different classifications must serve a probationary period.

244 TRANSFER LIST

The Personnel Director shall maintain a list of all employees who submit a written request to be considered for transfer. This list will be used to certify candidates to supervisors. The supervisor is under no obligation to fill positions by transfer in preference to other methods. (See Section 152.2.)

245 TEMPORARY REASSIGNMENT

Employees may be temporarily reassigned to another department or location without a change in salary. Employees assigned to the duties and responsibilities in a higher classification for more than five (5) days within a fifteen (15) calendar day period shall be eligible for a salary adjustment as provided in Section 299. (Ed. Code, § 88010.)

246 REASSIGNMENT BECAUSE OF ILLNESS OR INJURY

A regular employee who is incapable of performing the duties of his/her class because of illness or injury may be assigned to duties which he/she is capable of performing. The assigned position is subject to classification by the Commission. If classified to a higher wage or salary, the employee may be retained in the position at his/her present salary. The employee shall receive no increase in wages or salary as a result of the assignment unless he/she is appointed from an eligibility list resulting from a competitive examination. If classified to a lower wage or salary, he/she shall be paid whatever is appropriate for the position and classification. (Ed. Code, § 88098.)