

IX.A.1.j. Transfers

A. Statement of Policy

Secretaries with six or more months in their current position are eligible to apply for transfer to an equivalent position. Secretaries with fewer than six months in their current position may apply for transfer to an equivalent position with approval of their immediate supervisor.

Secretaries who wish to apply for transfer shall submit a written request to the Classified Human Resources office. Secretaries with a written request on file will be considered for any equivalent position prior to the opening being posted.

All written requests for transfer will become invalid on June 30 of each year. Secretaries must renew their transfer requests after July 1 each year if they still want to be actively considered for transfer.

Transfer requests may also be initiated by the secretary's immediate supervisor, whenever in the supervisor's judgment such a transfer would serve the best interests of the secretary or the District.

All transfers must be discussed with the secretary's immediate supervisor at both locations and the department director at the District level. The superintendent, or the superintendent's designee, shall be the final authority on all transfers.