

## 1.0 Grounds for Administrative Transfer

- 1.1 The following are grounds for administrative transfer:
  - 1.1.1 Overage in staff at some location(s) with offsetting vacancies at some other location(s);
  - 1.1.2 Critical District need for special assignments in a specific position class(es); or
  - 1.1.3 Need for improvement in staff relationships or management operations.

## 2.0 Criteria for Administrative Transfer

- 2.1 Where the administrative transfer involves an overage in staff, the employee to be transferred shall be an employee who is assigned to the work unit that has the overage.
- 2.2 Where the administrative transfer involves a critical need of the District for a special assignment within a specific class, the following criteria applies:
  - 2.2.1 If there is only one employee in the District with the specific qualifications required, that employee shall be transferred.
  - 2.2.2 If there are two or more employees otherwise equally qualified for the specific critical need assignment, the Chancellor shall determine which individual shall be transferred.

## 3.0 Awareness of Staff Overages

- 3.1 The administration of the location that has a staff overage shall notify the District Personnel Office and the offices of the Presidents of the other locations of any overage within five (5) workdays of the occurrence of an overstaffing.

## 4.0 Execution of Administrative Transfer

- 4.1 Administrative transfers shall be executed solely at the direction of the Chancellor.
- 4.2 Voluntary transfer may be requested prior to implementing the administrative transfer procedure.

- 5.0 A regular employee in the same job classification as the vacancy may apply for a transfer. The manager may initially limit interviews to District employees. Alternatively, the employee(s) will be interviewed by the interview committee as part of the candidate pool. When more than four employees from the bargaining unit request a transfer, the interview may be limited to only the four most qualified based on screening of applications.

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LRCCD

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