

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

4462.1 Transfers and Reassignments

1. Transfers

- A. A transfer is a voluntary change of work location and/or program or department to another position in the employee's classification, initiated by the employee.
- B. To be eligible for a transfer, the employee must demonstrate satisfactory performance, as documented in the most recent evaluation with a rating of "Meets requirements" or better in each category, and must not have received documented counseling in the most recent evaluation period. An employee with a current performance improvement plan is not eligible for a transfer.

All notices of vacancies shall be made available as transfer opportunities for not fewer than five (5) business days. Transfer opportunities shall be e-mailed to all employees at the employee's SBCEO e-mail address. A transfer opportunity notice shall include: the job title, location, any specialized qualifications required of the position, number of hours per day/week, and the deadline for filing.

- C. Any employee who is eligible for a transfer and who has requested an appropriate transfer shall have the right to be considered for the vacancy. Upon certification of an eligibility list for the classification, the employee shall have their name certified in addition to the top three ranks on the eligibility list and the names of eligibles from other appropriate lists. All transfers are discretionary with the appointing authority.

2. Reassignments

- A. A reassignment is an involuntary change of an employee's work location and/or program or department that is initiated by the County Education Office. Reassignments may be made within the classified service by the County Superintendent or designee upon recommendation of the program manager for the good of the service, and the approval or rejection shall be governed by consideration of student welfare and/or the overall effective functioning of the Santa Barbara County Education Office. Reassignments may not result in changes to the employee's salary range, full time equivalency (FTE), anniversary date, or leave balances.
- B. The employee shall receive written notice of reassignment, along with the reasons for the action. The reassignment shall not take effect until at least fifteen (15) workdays following written notice of the reassignment unless the employee waives the fifteen (15) workday period in writing.
- C. When a reassignment is made for documented disciplinary reasons, it shall be considered an involuntary action and the employee shall have a right to file an appeal with the Personnel Commission, in accordance with Personnel Commission Rule 4472.1. In such circumstances, the written notice of reassignment shall constitute the Notice of Disciplinary Action.

Reference:

Education Code Section 45260, 45261 and 45278

Approved:
Revised:

Dec. 1, 1975
February 25, 1988
June 23, 1993
March 23, 2017
October 26, 2017
March 23, 2023