

**GCA3. Transfers**

1. Types of Directed Transfers

Adjustment transfers and personnel shifts are periodically made necessary by increases or decreases in the enrollments in grades, classes, or schools and in response to other needs of the District. The District will make transfers based on the needs of the District, as well as the skills and abilities of the employees, or in accordance with the appropriate collective bargaining agreement.

Any involuntary transfer or reassignment of an unlicensed employee must be based on the requirements of the position to be filled, the qualifications of available employees, and the interest of the District. Transfers or reassignments may not be made as a form of discipline. The District may reassign an unlicensed employee to a temporary assignment for fewer than thirty (30) days.

2. Procedure for Directed Transfers

When it becomes necessary in the best interests of the District for an administrator or manager/supervisor to initiate action relative to a directed transfer of a classified employee, every effort will be made to ensure that such a transfer is mutually agreeable to all parties concerned. However, the final decision to make such a transfer rests with the District.

3. Promotions

The District encourages employees to apply for promotional opportunities for which they are qualified. Promotions will be based on the ability, qualifications, and potential of the candidates for the positions. Employees interested in announced positions should express their interest in writing to the hiring administrator or manager/supervisor. The District will make selection decisions consistent with the District's policy on Appointment of Classified Personnel, *GCA1*.

NO ADMINISTRATIVE REGULATION

END OF POLICY

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Legal References