

TRANSFER PROCESS FOR LOCAL 1 UNIT MEMBERS

1. All unit transfer opportunities will be announced within the district only prior to being announced to the public.
2. The internal transfer opportunity will be produced and distributed with a special heading which includes the date of posting, the posting period and the final date for current employees to apply for voluntary transfer.
3. Posting and distribution will be as follows:
 - a. Official Bulletin Boards
 - b. Departments and Divisions
 - c. Employees at their home address
 - d. Department Manager
 - e. College/District Human Resources Offices
 - f. Local 1 Business Agent
4. A copy of the internal transfer opportunity will be sent by District Human Resources to all unit employees in the affected classification. Announcements will be sent to the employee's home address.
5. The Director of Business Services at each location will be responsible for maintaining a current list of official bulletin boards to which announcements are forwarded for posting. Responsibility for posting and distribution is assigned to the College Human Resources Assistant and the District Human Resources Office.
6. The first working day following the final application District Human Resources will identify voluntary transfer candidates and determine their seniority dates.
7. If there are no voluntary transfer applicants the position will be opened for external recruitment.

Effective July 1, 2002, the District will discontinue posting transfer vacancies on blue paper for a seven (7) day posting period. The following transfer procedure shall then apply.

1. Employees wishing to be considered for a lateral transfer shall submit a letter or email to District Human Resources indicating an interest in transfer. This transfer request shall be valid for the fiscal year in which the request is submitted.
2. District Human Resources will refer to the "Transfer Eligibility List" and shall use this list when a vacancy occurs in the appropriate classification. The list shall take precedence over any other type of eligibility list.
3. Employees will be notified in seniority order to determine interest in transferring to a vacancy. Where two or more employees on the list have the same seniority within the classification, the seniority preference shall be determined by lot in the presence of a Union representative, if requested.
4. Employees who accept a transfer shall have the right to return to the position that the employee held immediately before moving into the new position for a maximum of fifteen (15) work days.

5. Employees who accept a transfer shall be subject to review and evaluation by his/her supervisor during the first thirty (30) days worked. If the supervisor rejects the employee during this thirty (30) work day period, the employee shall have the right to return to their previous position.

Public Employees, Local 1, Article 11