

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4214**

**ADOPTED: 02/14/96**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: Transfer/Reassignment**

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Voluntary - Voluntary lateral transfers to vacant positions shall be allowed, in accordance with administrative regulations, upon approval of the Director of Human Resources and the department head or supervisor of the vacant position.

Involuntary - Involuntary transfers may be required, in accordance with administrative regulations, to assure staff assignments most efficiently meet the needs of the organization.

Emergency - Emergency temporary transfers may be required, in accordance with administrative regulations, when the department director determines that the transfer is necessary to relieve the temporary emergency situation. The employee shall be returned to the regular assignment as soon as the emergency has been resolved.