VENTURA COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE
REGULATION NO. 4214   **ADOPTED: 02/14/96**

CLASSIFICATION: Personnel   **REVISED:**

SUBJECT: Transfers

A transfer is a change of job placement to a different position with the same title and salary range (lateral transfer).

A voluntary transfer is a transfer requested by the employee. An involuntary transfer is an administrative assignment to a position not requested by the employee.

Transfers may be necessary or desirable in a variety of situations. The following is not intended to cover all situations, but will be applied to the specified situations and will be used as a guide in circumstances not specifically covered.

Transfer requests will be considered only upon completion of probation and indication that the employee has maintained a satisfactory level of performance in the current position.

VOLUNTARY TRANSFERS (Other than Paraeducators):

PROCEDURE

    A.   Employees submit a request, in writing, to the Human Resources Director, indicating the position(s) and any other criteria for the desired transfer. The request will be kept on file for six (6) months ONLY. If the transfer is still desired, but not accomplished within six (6) months, a new request may be submitted. The transfer request will be considered only when the desired position(s) is vacant.

        Acceptance of the transfer request will be at the discretion of the department head where the vacancy occurs.

    B.   Requests for transfer from one position to another in the same department will be handled by the department head. Requests will not be filed with the Personnel Office. All assignments within the department are the department head's responsibility.

INVOLUNTARY TRANSFERS (Other than Paraeducators):

This situation would not generally occur other than in a layoff situation. In that instance, the layoff procedure will dictate the procedure to be followed. Should an involuntary transfer be required for other reasons, the procedure for involuntary transfer of paraeducators will be used as a guide.