



GDJ-R - SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

VOLUNTARY TRANSFER

Classified employees may transfer voluntarily to other classified positions in the district under the following circumstances and conditions:

- An authorized position vacancy must exist for which the employee is qualified; and
- All impacted supervisors and classified personnel service must approve the transfer.

If a transfer is approved, the anniversary date and sick leave and vacation balance of a classified employee will not be affected as the result of a voluntary job change or transfer provided there is no interruption of service. The summer recess will not constitute an interruption of service for 9-, 10- or 11-month employees.

The benefits coordinator will determine the employee's eligibility for life, health, and/or dental insurance coverage at the time the employee is transferred.

A classified employee who voluntarily transfers into a lower pay-grade position will be moved laterally on the salary schedule and will retain the same salary step but not the same salary lane placement. The employee's salary will be reduced unless an exception is specifically approved by the office of human resources.

A classified employee who voluntarily transfers into a position at the same pay grade as his former position will retain the same salary step and salary lane.

A classified employee who voluntarily transfers into a position with a higher pay grade will receive a salary increase appropriate for the position and qualifications.

Classified employees who transfer to a professional position and back to a classified position without a lapse in service shall maintain all their leave day accumulations.

Classified employees who transfer from a classified position to a professional position and then return to a different classified position without a lapse in service will retain their step placement and be placed on the appropriate lane for the position on the classified salary schedule.

INVOLUNTARY TRANSFERS

Classified employees may be involuntarily transferred based on their unsatisfactory job performance or on the district's program/operational needs.

A classified employee who is involuntarily transferred into a lower pay-grade position will be placed at a salary step which will result in no reduction in salary unless the transfer is a result of the employee's failure to satisfactorily perform the responsibilities of a higher pay-grade position, as a result of an unsuccessful probationary period, or as a disciplinary action in lieu of termination.

The involuntary transfer of an employee for unsatisfactory performance will be used only when termination of the employee is deemed inappropriate by the department head.

The anniversary date and sick leave and vacation balance of a classified employee will not be affected as the result of an involuntary transfer provided there is no interruption of service. The summer recess will not constitute an interruption of service for 9-, 10- or 11-month employees.

The benefits coordinator will determine the employee's eligibility for life, health, and/or dental insurance coverage at the time the employee is transferred.

Current practice codified 1995

Approved: May 22, 1995