

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4212
Page 1 of 1

ASSIGNMENT AND TRANSFER

The Superintendent/President shall have the authority to assign and transfer each classified employee. Such assignment shall be made in accordance with the employee's qualifications, and the needs and best interests of the district.

Transfers, voluntary and involuntary, shall involve the employee's present supervisor, as well as the new supervisor to whom the employee will be assigned. Any transfers will be arranged with the individual employee on a basis that will be mutually beneficial to the district and the employee involved.

Transfer of an employee from one position to another position not involving a change of classification may be made by the Superintendent/President at any time it is deemed necessary in the best interest of the district.

Assignment to positions for which differential compensation is provided whether monetary or in the form of a reduced work shift shall be made on the basis of seniority among those within the appropriate class who will accept the position. This policy notwithstanding temporary assignment of less than 20 working days shall be made at the pleasure of the administration.

No classified employee assigned to work in a position entitled to differential compensation shall be demoted in class or grade as a result of such as assignment.

Should an employee working in a position, which is designated as one entitled to receive differential compensation, be temporarily, for 20 working days or less, assigned to a position not entitled to such compensation, then the employee shall continue to receive the differential rate of pay.

Adopted 12/14/76

References

Education Code 13614, 13616