

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4212  
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## ASSIGNMENT AND TRANSFER

1. Temporary Assignment to Other Duties
  - a. Classified employees shall not be required to perform duties which are not fixed and prescribed for their classification by the Board of Trustees, in accordance with Section 13582 of the Education Code, unless the duties reasonably relate to those fixed for the classification by the Board, for any period of time which exceed five working days within 15 calendar days.
  - b. Classified employees may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five working days, provided that the salary is adjusted upward for the entire period the employee is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside normal assigned duties.
  
2. Permanent Transfers
  - a. A classified employee may be transferred from one position to another position in the same class, upon the recommendation of the supervisor and the approval of the Superintendent/President or the Vice President-Business. This procedure shall apply to voluntary as well as involuntary transfers. The Superintendent/President shall have the authority to involuntarily transfer a classified employee when it is necessary for the needs and best interests of the district.
  - b. Transfer of a classified employee to a related position shall be authorized only if the classified employee is qualified to perform the duties of that position. The approval of such a transfer shall be necessary by the employee's present supervisor, the receiving supervisor and the Superintendent/President or the Vice President-Business.
  - c. All requests for voluntary transfers by permanent classified employees must be in writing to the Personnel Office for further approval by the supervisors involved and the Superintendent/President or Vice President-Business.
  - d. No obligation shall exist to fill a position by transfer rather than by other methods of appointment.
  - e. A permanent employee, upon transfer to another position in the same class, shall assume permanent status in the new position. A permanent employee transferred to a related class shall serve a six (6) month probationary period in the related class.

- f. An employee who is transferred shall:
  - (1) Receive the same step and salary range for the new position.
  - (2) Retain his/her anniversary date for receiving salary increments.
  - (3) Retain his/her accumulated sick leave and vacation credits.
- g. Reasons for involuntary transfer shall be discussed with the employee by the immediate supervisor.
- h. Transfer shall not be used to alter the incidents of an impending layoff.
- i. An employee may appeal an involuntary transfer in accordance with the District grievance procedure.

Adopted ..... 12/14/76

Citrus College Policy 4212 - Assignment and Transfer