

Strictly Classified



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Transfer/Change in Office Location, Shift, Basis, or Hours

Definitions:

- A **Transfer** is the assignment of an employee from one location to another location, in the same job classification
- A **Change in Office Location** is the reassignment of an employee from one position to another position in the same job classification between administrative units at the same location.
- A **Change in Shift** describes a voluntary change in the work shift of an employee's assignment, i.e., changing from a day to an evening shift
- A **Change in Basis** describes a voluntary change in the number of months/working days an employee is on duty in a fiscal year, i.e., changing from a 10-month to a 12-month assignment
- A **Change in Hours** describes a voluntary change in the number of hours (or FTE) of an employee's assignment, i.e., changing from a part-time to a full-time assignment

Eligibility Criteria:

An employee who has obtained permanent status in their job classification shall be eligible to request these types of in-service transactions. If an employee has not attained permanent status in their job classification, approval of the request by the applicable division head or college president is required.

An employee who requests a priority shift transfer shall not be eligible for such a transfer if they have a record of less than fully satisfactory service with the District within the past two years. A record of less than fully satisfactory service for this purpose means a notice of unsatisfactory service or a performance evaluation indicating a below work performance standard rating on any of the factors.

Renewing a Request:

Requests are valid for a two-year period from the date of the acknowledgement notice. It is the responsibility of the employee to submit a new request at the expiration of the two-year period or when the employee changes their position within the two-year period.

How it Works:

Requests for these in-service transactions are maintained electronically by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility and/or other employment lists as vacancies occur. The appointing authority does not have an obligation to prefer a transfer or change in office location request to other means of filling a vacancy (except for cases that involve priority shift transfers).

For more information, click on the links below:

[Personnel Commission Rule 715, TRANSFER AND CHANGE IN OFFICE LOCATION](#)

