



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7480

PAGE: 1 OF 4

CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **5-3-67**

SUBJECT: **Transfer/Reassignment of Classified Employees**

REVISED: **5-03-2002**

---

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing transfer and reassignment of probationary and permanent classified employees from one school or department to another school or department.

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1340, I-5500; Employment Regulations for the Classified Service of the San Diego Unified School District; Collective Negotiations Contracts.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative Operational Support.
2. **Voluntary transfer:** An employee's *voluntary* change from one site or program to another site or program within the same job classification or to a different job classification within the same job family.
  - a. **Eligibility.** A permanent/probationary employee may request a transfer from one site or program to another within the same job classification, or to a different job classification within the same job family at any time.
  - b. **Transfer to positions in different classification.** An employee may request transfer to a position in a different classification within the same job family, if the position has the same or lower maximum rate of pay and is deemed to be sufficiently related in term of skills, knowledge, and abilities. An employee may request transfer to a position in a different classification if the position has the same or lower maximum rate of pay and is deemed to be sufficiently related in terms of skills, knowledge, and abilities.
  - c. **Return to former classification.** Employee is a permanent employee who accepted promotion, and during the first thirty (30) calendar days of the probationary period, requests return to his/her former classification. Employee shall be reinstated in the former position if vacant, or in a position equal in classification to the former position if a vacancy exists.

SUBJECT: **Transfer/Reassignment of Classified Employees**

NO: **7480**

PAGE: **2 OF 4**

EFFECTIVE: **5-3-67**

REVISED: **5-03-2002**

---

3. **Administrative Reassignment:** An employee's *involuntary* change from one site or program to another site or program. An administrative reassignment is requested by an employee's principal/department head when such a change would be in best interests of the employee and the district. Such transfer may be made at any time.
  - a. Before a request for involuntary reassignment is acted upon, principal/department head advises employee (in writing) of the proposed involuntary reassignment and reasons therefor. The Classified Personnel Director will meet with the employee and principal/department head to discuss the proposed reassignment. Involuntary reassignments shall be subject to the grievance procedure.
  
4. **Reassignment Due to Declining Enrollment or Reduction in Staff.** When declining enrollment or staff reduction requires reassignment of classified employees, reassignments are made in order of least seniority within the job class unless a more senior volunteer in that class is available. Employees reassigned under this provision are given their choice of existing vacant positions in their classification. If no vacancy exists, permanent employees may exercise their rights under the layoff and reemployment article of the applicable contract or the Employee Regulations for the Classified Service of the San Diego Unified School District.

## **D. IMPLEMENTATION**

1. **Voluntary Transfer**
  - a. **Employee**
    - (1) Annually submits a transfer request form.
    - (2) Upon notification of a vacancy in which he/she is interested, completes a transfer request form.
  
  - b. **Receiving principal/department head**
    - (1) Prepares "Assignment Authorization" form when vacancy occurs.
    - (2) Interviews and/or selects from names of employees requesting transfer or from candidate pool/eligible list.

SUBJECT: **Transfer/Reassignment of Classified Employees**

NO: **7480**

PAGE: **3 OF 4**

EFFECTIVE: **5-3-67**

REVISED: **5-03-2002**

---

- c. **Human Resource Services Division** refers names of all employees requesting transfer along with names of candidates from candidate pool/eligible list to hiring manager for consideration.
2. **Involuntary Reassignment**
    - a. **Principal /department head**
      - (1) Prior to acting upon must meet with the employee to discuss the proposed reassignment.
      - (2) Prior to submitting request for reassignment, advises employee in writing that an involuntary reassignment is being recommended and reasons therefor.
      - (3) Files written request for reassignment of the employee with appropriate division head and the Human Resource Services Deputy Administrative Officer or designee.
      - (4) Upon request, within ten (10) workdays of receipt of the notice, provides employee an opportunity to meet with appropriate division/department head or designee and the Human Resource Services Deputy Administrative Officer or designee to discuss the proposed reassignment.
      - (5) When reassignment is approved, receiving principal/department head prepares "Assignment Authorization" form.
    - b. **Employee** may utilize grievance procedure to request review of his/her involuntary reassignment.
    - c. **Human Resource Services Division** arranges effective date of involuntary reassignment.

## **E. FORMS AND AUXILIARY REFERENCES**

1. Transfer Request form, available from the Human Resource Services Division
2. Assignment Authorization, Stock Item 22-A-7225

SUBJECT: **Transfer/Reassignment of Classified  
Employees**

NO: **7480**

PAGE: **4 OF 4**

EFFECTIVE: **5-3-67**

REVISED: **5-03-2002**

---

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



---

Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education