

**SUPPORT STAFF ASSIGNMENTS/TRANSFERS
(TRANSFERS AND PROMOTIONS--All classified personnel)**

The assignment and/or transfer of employees to positions in other buildings, or departments of the district, shall be recommended by the employee's immediate supervisor. The following criteria shall form the basis for granting the transfer in decreasing order of priority:

- a) The qualifications of the employee and the length of continuous service which the employee has in the district.
- b) The contribution which the employee would make in the new assignment.
- c) The opportunity for growth in the position.

Any employee desiring a transfer in assignment should make the request to the employee's immediate supervisor.

Employees will be informed of vacancies as they occur so that application for transfers may be submitted.

Employees shall be given first consideration over outside candidates if they have the ability to do the job.

Promotions shall be made in the same manner as transfers and shall use the same criteria.

If the position vacated has not been filled, the transferred employee may move back to the original position within a thirty- (30) day period.