

**ADMINISTRATIVE PROCEDURE 7262 MANAGEMENT EMPLOYEE TRANSFER AND REASSIGNMENT****I. Administrative Appointments**

The term "administrative appointment," as used in this Section, shall be defined to include administrative transfers and reassignments, voluntary transfers and reassignments, and acting appointments or interim appointments to management positions of the District.

**II. Administrative Transfer and Reassignment**

Management employees may be transferred or reassigned by the Chancellor or his/her Designee, to a similar position within the employee's standard classification when the needs of the District require such a change. Prior to such transfer/reassignment, the interest of any affected management employee will be considered. The Chancellor or his/her designee shall make the final decision after considering all factors, including the impact of the District locations involved in the transfer/reassignment. Reasonable notice will be provided to the management employee of the transfer/reassignment to be affected. In that this action is considered a "lateral" move, the affected management employee shall not incur a decrease or increase in salary as a result of the transfer/reassignment.

**III. Voluntary Transfer and Reassignment**

Management employees may request to be transferred to another regular vacant position within their standard classifications. Consideration shall be given to factors, such as comparable duties, responsibilities, and employee performance. There is no right to transfer or reassignment. District's decisions regarding such requests are final.

**A. Vacant Positions in Recruitment:**

Should a position vacancy be opened to external applicants, as opposed to "in-house only," as set forth in Administrative Procedure 7123, all interested internal candidates must apply for the position by submitting a District employment application, and undergo the same recruitment and selection procedures for external applicants.

**B. Unsuccessful Search and Selection Process:**

In the event the District's search and selection process results in no recommended candidate and Administrative Procedure 7123 Section XI (B) has been considered, the Chancellor or his/her designee, upon the recommendation of the College President or appropriate Vice Chancellor, may elect to transfer/reassign a management employee into the vacant position, provided it is within the standard classification of the employee's management position that incurred the unsuccessful search.

In cases of either an administrative or voluntary transfer/reassignment, the College President of the receiving college or the appropriate Vice Chancellor at the District location, will consult with its constituency at least 10 working days prior to the transfer/reassignment approved by the Chancellor or his/her designee becoming effective. The final decision to implement the transfer/reassignment is within the discretion of the College President or the appropriate Vice Chancellor. The College President or the appropriate Vice Chancellor from the receiving college and the College President and the appropriate Vice Chancellor from where the management employee will be transferred or reassigned, will collaborate to reach a mutually agreeable start date on which the affected management employee will begin his/her new assignment.

In the event a mutual agreement is not reached, the Chancellor or his/her designee will make the decision.

A transfer/reassignment shall be deemed the regular (as opposed to temporary) assignment and location of the affected management employee. The management employee may request to be transferred to his/her former position, if available; however, the management employee does not have the right to "retreat" to his/her former position.

#### IV. Acting Appointments

A transfer or reassignment is distinguished from an "acting" appointment where a management employee is assigned the duties and responsibilities of another management position, not within their same classification, in the absence of the incumbent, e.g., Dean is appointed as "acting" Vice President.

#### V. Interim Appointments

A transfer or reassignment is distinguished from an "interim" appointment where a management employee is assigned, on an interim basis, the duties and responsibilities of a vacant management position not within their same classification, until the position is filled on a regular basis.

Approved by the Chancellor: June 17, 2015