

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.15020 DR

TRANSFER OF EMPLOYEES

3.15020 DR

I. Definitions

- A. Transfer: Reassignment of a full time employee to a like position at a different work location or department within the district.
- B. Like Position:
 - 1. For faculty, a position within the same discipline;
 - 2. For staff, a position with the same or similar duties within the same pay range;
 - 3. For administrators, a position with the same or similar duties within the same pay range.

II. Eligibility

- A. Regular full time administrators, faculty, and staff are eligible for transfers.
- B. The employee must meet the minimum qualifications for the position.

III. Basic Requirements

- A. The position must be budgeted and vacant (or scheduled to be vacant).
- B. The transfer may be employee-initiated or administrator-initiated.
- C. Internal applicants will be considered before external applicants.
- D. The transfer will be subject to the approval of the chancellor.

IV. Specific Requirements

A. Faculty

- 1. The director of human resources will post career opportunity notices of vacant positions in established locations at each operating unit.
- 2. The vice chancellor for education and technology will notify faculty members within the affected disciplines of vacancies.

3. A faculty member interested in transferring to a vacancy will submit a written statement of intent to the director of human resources.
4. The faculty member will be responsible for an updated personnel file.
5. Upon completion of a five-day internal process, the director of human resources will provide the vice chancellor and each college president with the transfer requests.
6. The college president will discuss the requests with the appropriate dean and the division chairs.
7. If only one eligible faculty member requests transfer, that faculty member's request will normally be approved subject to the recommendation of the involved college presidents.
8. If more than one eligible faculty member requests a transfer, consideration will be given to: nonprobationary status, length of full time service in the discipline, the higher degree in the discipline, and/or the higher number of graduate hours in the discipline.
9. When the number of faculty positions is being reduced, either districtwide or at a location, and no qualified faculty member requests transfer, the member with the least seniority who is being offered a contract in the discipline at the college where a position is being eliminated will be transferred to the vacancy.
10. A transfer initiated by a faculty member requires the advice of the college presidents involved and the vice chancellor of education and technology and approval of the chancellor.
11. A faculty member whose transfer request is denied can meet with the college presidents, and/or vice chancellor of education and technology, to discuss the denial.

B. Staff

1. The director of human resources will post career opportunity notices of vacant positions in established locations at each operating unit.
2. If the transfer is administrator-initiated:
 - a. The position does not require posting.
 - b. The supervisor and the proposed supervisor will discuss in confidence the proposed reassignment.

- c. The supervisor will discuss the reassignment with the employee before initiating the reassignment request.
 - d. The employee being reassigned will normally be given two weeks notice prior to the effective date of the reassignment.
 - e. If a reassignment results in an increased round trip mileage from the home to work, reimbursement will be paid for the additional mileage for a six month period following the effective date of the reassignment.
3. If the transfer is employee-initiated:
- a. A new employment application form will be submitted to the director of human resources prior to the closing date posted for the position.
 - b. The director of human resources will screen the applications for the minimum qualifications for the position, and provide the supervisor with the applications of those who qualify.
 - c. The administrative supervisor may accept or reject the request for transfer.

C. Administrators

1. The director of human resources will post career opportunity notices of vacant positions in established locations at each operating unit.
2. An administrator interested in transferring to a vacancy will submit a written statement of intent to the director of human resources.
3. The administrator will be responsible for an updated personnel file.
4. Upon completion of a five day internal posting, the director of human resources will provide the appropriate officers with the requests.
5. The officer will review the requests and make a recommendation to the chancellor regarding appointment of an applicant to the position.
6. Upon the approval of the transfer by the chancellor, the officers involved, will determine the transfer date.

Approved:

Chancellor
April 1, 1975

Revised:
Revised:
Revised:

May 8, 1979
February 12, 1980
March 14, 1980

Revised: May 9, 1989
Revised: January 11, 1995
Revised: March 27, 1996
Revised: May 14, 1996
Revised: November 10, 1998
(Editorial Corrections 1/17/06)