

## ASSIGNMENT, TRANSFER, PROMOTION AND DEMOTION OF CLASSIFIED PERSONNEL - ADMINISTRATIVE REGULATIONS

### I. Definition of Terms

- A. Assignment: Assignment is the placement of classified personnel new to the District.
- B. Change in Assignment: Change in Assignment is the placement of a classified employee in a different position or with a job description different from that presently held.
- C. Transfer: Transfer is a relocation between schools or departments of classified personnel with no change in salary range.
- D. Promotion: Promotion shall be deemed to mean a re-assignment to a position which is on a higher range of the salary schedule.
- E. Demotion: Demotion shall be deemed to mean a re-assignment to a position which is on a lower range of the salary schedule.

### II. Responsibility

- A. The Chief Classified Personnel Officer working with the immediate classified and certificated supervisors and/or principals shall be responsible for recommending to the Superintendent assignments, changes in assignments, transfers, promotions and demotions for classified personnel. Final decisions on assignments, change in assignments, transfers, promotions and demotions will be made by the Superintendent. Such decisions shall be ratified by the Board of Trustees.
- B. With ratification of the Board of Trustees, the Superintendent shall be responsible for assignments, change in assignments, promotions and demotions for classified management, confidential and supervisory personnel.

### III. Assignments - General Guidelines

- A. Assignments and transfers will be made to serve the best interest of the District. Concern will be given towards achieving mutual agreement between parties in cases of assignment and transfers.
- B. All classified employees shall be supervised by the head of the division or department in which the employee serves.
- C. Any request for transfer shall be reasonable and shall be expressly understood by those concerned. Requests should be predicated on the availability of job vacancies for which

the employee is qualified. Vacancies occurring in classified positions shall be advertised district-wide in accordance with Board Policy and Regulations 4610.

- D. All changes in assignments and transfers should become effective on a date that is mutually agreeable to the parties concerned. If at all possible, reclassifications of employees should be made prior to the start of the succeeding fiscal year and become effective on the first day of that year.

#### **IV. Employee-Initiated Change in Assignment and Transfer**

- A. The employee shall make his/her desire officially known by submitting to the classified personnel office a written request including reasons for seeking the requested transfer and the type of opening desired.
- B. During the processing of the request for transfer the employee shall refrain from contacting the supervisor of the new school or department unless approved by the Chief Classified Personnel Officer.
- C. Screening, selection and appointment of candidates for transfers shall be in accordance with procedures given in Policy and Regulations 4610.
- D. The Chief Classified Personnel Officer shall notify employees of decisions regarding the status of their request as soon as possible. Criterion for decisions on the applicant's request shall be based upon those criterion stated in Policy and Regulations 4610 and upon the applicant's level of success in his/her present position, work load and seniority. All other consideration being equal, existing employees shall be given preference over new applicants in filling vacancies.

#### **V. Promotions**

- A. Opportunities for promotion within the classified service shall be available to all employees who have the necessary prerequisites, interests, skills and abilities.
- B. The regulations concerned with employee-initiated requests for transfers (Section IV above) shall apply to cases of promotions.

#### **VI. District-Initiated Change in Assignment or Transfer**

- A. Subject to the approval of the Board of Trustees, the District Superintendent may change an assignment or transfer both probationary and permanent employees. Reasons for change in assignment or transfer would include:
  - 1. disciplinary action
  - 2. layoff

3. work load conditions
  4. budgetary considerations
  5. changes in scope and quality of services
  6. physical or mental inability to perform duties required of the position
  7. alleviating significant detriment to a program
- B. Transfer recommendations may occur at any time and may be initiated by the employee's immediate supervisor. Such transfers are not to be punitive in nature.
- C. Procedures to be used in transfer cases initiating at the District level where employees are to be transferred from one position to a similar position in another department:
1. The supervisor shall determine at the earliest possible date what staff adjustments must be made to meet his/her department's revised needs.
  2. The supervisor shall consult with the Chief Classified Personnel Officer and develop plans for transferring personnel. If there is a new department or school to be staffed, the supervisor shall be involved in planning the transfer activities and screening and interviewing of transferees who may be considered for placement in his/her site.
  3. Whenever possible, volunteers for transfers will be sought before selection is made by administration or Board decision.
  4. It shall be the responsibility of the classified personnel office or the immediate supervisor to notify employees who are to be transferred as soon as possible and on an individual basis. A Notice of Classified Personnel Action shall be sent to the employee confirming the fact that he/she is to be transferred along with a description of the new assignment.
  5. Transferees shall have the opportunity to discuss their new assignment with the Chief Classified Personnel Officer working with the supervisors involved.
  6. Final recommendations to the Superintendent on transfers shall be prepared by the Chief Classified Personnel Officer working with the supervisors involved.
- D. Procedures used when a change in assignment results in re-assignment to a lower classification (demotion).
1. Demotion to a lower classification and salary may be made under the following circumstances:
    - a. When a department is reorganized and a specific classification or position

or the number of persons in a classification is no longer required for the efficient operation of the department, or when financial conditions require that positions be eliminated.

- b. When it is determined through evaluation by the Chief Classified Personnel Officer that the responsibility of a position(s) does not require the job classification currently assigned.
- c. When it is determined through an employee evaluation by the supervisor that the employee does not have sufficient qualifications for the position classification.
- d. When the second employee evaluation of job performance shows the employee's rating as being below District standards.
- e. A demotion may also occur as the result of disciplinary action against an employee for cause listed under Board Policy 4616.3 but is  
  
of relatively lesser degree than to warrant complete termination of the employee's services.
- f. Since credit towards sick leave, vacations and retirement shall not be affected by the demotion, longevity pay shall be continued at the same percentage rate in the case of employees who were demoted in lieu of layoff or because of abolishment of position or reclassification of position.

2. The following procedures shall apply in cases of re-assignment to a lower classification.

- a. The immediate supervisor and the division head shall make the recommendation in writing to the Chief Classified Personnel Officer stating what re-assignments are needed, the reasons for reclassifications and how selection of employees to be demoted was accomplished.
  - (1) The quality of the employee's work performance as detailed in the evaluation reports shall be the primary criteria in determining who should be candidates for demotions.
  - (2) When qualifications are equal, longevity shall be the deciding factor. The order of longevity shall be determined in accordance with Board Policy and Regulations 4610.1.
- b. The employee(s) affected must be given at least two week's notice

including the reasons for the proposed reclassification.

- c. When at all possible, the reclassification shall be made prior to and become effective July 1, the beginning of the next fiscal year.
  - d. The current salary of the affected employee(s) shall be reduced to the appropriate new range and step on the effective date of the demotion.
  - e. Employees demoted because of insufficient qualifications or unsatisfactory job performance rating shall have the right of appeal.
  - f. Since credit towards sick leave, vacations and retirement shall not be affected by the demotion, longevity pay shall be continued at the same percentage rate in the case of employees who were demoted in lieu of layoff or because of abolishment of position or reclassification of position.
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  - c. When at all possible, the reclassification shall be made prior to and become effective July 1, the beginning of the next fiscal year.
  - d. The current salary of the affected employee(s) shall be reduced to the appropriate new range and step on the effective date of the demotion.
  - e. Employees demoted because of insufficient qualifications or

unsatisfactory job performance rating shall have the right of appeal.

- f. Employees demoted for reasons of discipline shall be given notice of disciplinary action and shall have the right to appeal as stated in Board Policy and Regulations 4616.3.
- g. An employee who has voluntarily accepted demotion in lieu of layoff for lack of work, lack of funds, abolishment or reclassification of his/her position, shall have the right to appeal. The employee further shall have the right to be re-employed in accordance with seniority in a vacant position in his/her former classification within 39 months, as provided for in Board Policy 4610.1 Intervening re-assignments to other classes shall not abrogate that right.

F. Re-assignment of Returnees from Leaves of Absence

- 1. Reinstatement of employees from short-term leaves of absence approved by the Board of Trustees:

A permanent classified employee whose leave of absence has not exceeded two months shall be guaranteed his or her former position upon return to work.

- 2. Reinstatement of employees from extended leaves of absence approved by the Board of Trustees:

Permanent classified employees returning from extended leaves of absence of more than two months shall be offered the first available opening in a "comparable" position. This shall be construed to mean a position requiring the same skills and working conditions with rate of pay being the same. The leave of absence shall not constitute a break in service, and the accumulation of sick leave, vacation time and salary classification shall be reinstated as of the date of commencement of the leave. The notification of return to work or availability for re-assignment shall be made in writing to the Chief Classified Personnel Officer at least fifteen days prior to the end of the approved leave. Such notification shall constitute compliance with the conditions of the leave.

- 3. Any employee who enters the active military service of the United States or of the State of California, shall regain all rights to his/her position and shall be reinstated upon his/her application within six months after termination of his/her military duty or within one year of the date of a treaty of peace terminating the hostilities in which the United States is engaged. Notification of return to work shall be made to the Chief Classified Personnel Officer at least fifteen days prior to the end of the anticipated leave.

Legal Reference: EC 45298

ADOPTED: 3-74, 6-28-88  
AMENDED: 6-77

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DISTRICT SUPERINTENDENT  
PLEASANTON UNIFIED SCHOOL DISTRICT  
PLEASANTON, CALIFORNIA