

300 PERSONNEL, continued

304 Assignment, Reassignment, and Transfers

The Superintendent or his/her designee shall have the discretion to assign, reassign, or transfer any employee as is deemed by the Superintendent or his/her designee to be in the best interest of the ESD.

300 PERSONNEL, continued

304 Assignment, Reassignment and Transfers, continued

R304.1 Assignment, Notification of

All initial assignments of employees shall be included in the letter of employment.

300 PERSONNEL, continued

- 304 Assignment, Reassignment and Transfers, continued
- R304.2 Reassignment and Transfer
- R304.2a Definitions
- "Reassignment " shall mean a change of an employee's status from one position to another position with different performance requirements.
- "Transfer" shall mean a change in an employee's geographic work location or reporting relationship.
- R304.2b The Superintendent or his/her designee will give employees written notice, as soon as practicable, that they are to be transferred or reassigned. Such notice shall include the reasons for the proposed transfer or reassignment.
- R304.2c Employees shall not be reassigned to a position for which their experience and/or preparation do not qualify them.
- R304.2d In the event an employee objects to the transfer or reassignment, he/she may request a meeting with the Superintendent or his/her designee.
- R304.2e If an employee believes that a proposed transfer or reassignment is for reasons other than those in the best interest of the ESD, he/she may request a transfer or reassignment, or bring the matter to the attention of the Board of Directors pursuant to R102.4e.
- R304.2f Any employee may request a transfer or reassignment by submitting the request in writing to his/her immediate supervisor with copies to the Superintendent and the Human Resources Department.
- R304.2g Requests for transfer or reassignment will be considered on an individual basis by the employee's program manager and department head.

Amendments to R304.2

R304.2 amended 3-26-91

R304.2a amended 1-23-79; renumbered R304.2c 3-26-91

R304.2a definitions moved from 300 and amended 3-26-91

R304.2b amended 1-23-79; renumbered R304.2d 3-29-91

R304.2b adopted 3-26-91

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R304.2d amended 1-21-82; 2-22-83; renumbered R304.2f 3-26-91

R304.2d amended 3-26-91

R304.2e amended 3-26-91

R304.2f amended 3-26-91; 2-23-93

R304.2g adopted 3-26-91; amended 9-26-95