

E-2h(1)      PROCEDURE Transfers

It is sometimes advisable to transfer personnel within the College to:

- Provide the best educational programs for students
- Improve College effectiveness and efficiency
- Change instructional programs
- Create new programs
- Reduce or cancel programs
- Provide opportunities for promotion
- Improve/enhance employee morale

**Lateral Transfer:** A lateral transfer is a shift of an employee from one position within the College to another similar vacant position within the same employee classification at a comparable rate of pay.

**Transfer:** A transfer is a shift of an employee from one position within the College to another vacant position. A transfer may involve a shift to another employee classification and may reflect a change in rate of pay.

**Qualifications**

To be eligible for consideration under this policy, the employee must meet the following criteria:

- a. Have been on regular employment status with the College at least 0.75 FTE for at least two (2) consecutive years, and
- b. Have completed the initial probationary period, and
- c. Not be on intensive assistance, and
- d. Meet the minimum qualifications of the vacant position

**Procedures**

Vacant regular positions with an FTE of 0.75 or greater will be announced simultaneously as an Internal and External by posting the vacant positions on the College portal and posting a position vacancy announcement on appropriate campus bulletin boards.

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