E-2h(1) PROCESSURE 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.

Adopted Date: 07/01/2004; revised 9/15/2015