

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

**4462.1 Transfers**

DEFINITION OF TRANSFER:

- A. Transfer is the reassignment of an employee without examination from one position to another position within the same job classification in a different department or job site, or to a similar or related classification with the same salary range. The Director, Human Resources shall be responsible for determining similar or related classifications and the appropriateness of the transfer.

EMPLOYEE-INITIATED TRANSFERS:

- A. Transfer request shall be made in writing to the Director, Human Resources. The Director, Human Resources shall place the employee's name on the transfer list (s) for the appropriate classification (s). When appropriate, the Director, Human Resources will provide a list of openings for purposes of transfer requests.
- B. Any employee who has requested an appropriate transfer shall have the right to have his/her name certified along with the top three ranks on the employment list and the names of eligibles from other appropriate lists. Should an appointing authority wish to approve the transfer into his/her program, he/she shall first request clearance from the employee's current program manager.
- C. Should a transfer be mutually agreeable to all parties concerned, the release date shall be communicated to the Director, Human Resources.
- D. Should the employee's current program manager wish to disapprove the transfer, the decision shall be made by the county superintendent or designee. If requested by the employee, the reasons for the disapproval shall be provided to the employee. The decision of the county superintendent or designee shall be final.

ADMINISTRATIVE-INITIATED TRANSFERS:

- A. Transfers may be made within the classified service by the county Superintendent or designee upon recommendation of program manager for the good of the service and the approval or rejection shall be governed by consideration of student welfare and/or the overall effective functioning of the Santa Barbara County Education Office.
- B. Transfers shall be made from one position to another in the same classification at the discretion of the County Superintendent or designee or program manager (s) involved, provided that such action shall not be taken for punitive or preferential reasons. Reasons for any transfer which is not voluntary shall be discussed with the employee by his/her supervisor.

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**4462.1 Transfers (continued)**

- C. Transfers from a position in one classification to a position in another related classification must first be approved by the Director, Human Resources. Such approval may be given only when the transfer is either lateral or related class with the same salary range.
- D. Administrative-initiated transfers, whether lateral or to a related class, when effected for documented disciplinary reasons, shall be considered an involuntary action and the employee shall have a right to file an appeal with the Personnel Commission.

Reference:

Education Code Section 45260, 45261 and 45278

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