

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

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**Reference:** EC 45272; PC 60.200.1-3

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.301 THE CLASSIFIED SERVICE**

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**SECTION 4.301.4 Change in Assignment**

An employee may gain permanency and employment rights as an employee of the District but not in a specific work location, school, or department. The following procedures govern the exchange of employees among work locations, schools, and departments.

**Definitions**

**TRANSFER**

A voluntary employee-initiated change of assignment from an employee's current position to another position in the same classification (or other classification judged to be equivalent with the same maximum salary rate) in another school/department.

**REASSIGNMENT**

A District-initiated change of assignment from an employee's current position to another position in the same classification (or other classification judged to be equivalent with the same maximum salary rate) in another school/department.

**DEMOTION**

A change of assignment of an employee from a position of one classification to a position in another classification with a lower maximum salary rate.

**Voluntary Demotion**

An employee-initiated change in assignment as defined above.

**Involuntary Demotion (Disciplinary Action)**

A District-initiated change in assignment as defined above.

**TRANSFER**

Eligibility:

An employee becomes eligible to request transfer after having served six months or more in his/her current position.

Employee:

- a. Submits a transfer request to be maintained by the Personnel Commission for a six (6) month period, indicating the employee's desire for transfer and specifying the work locations and schedules which the employee desires.

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- b. The original transfer request form need not be signed by the principal or department head at the time it is submitted. Before being referred for a specific vacancy, however, the employee must have the transfer request signed by the principal or department head.

Principal, Department Head, or Appropriate Manager/Supervisor:

The sending manager/supervisor reviews the employee Request for Transfer indicating that the transfer is either "recommended" or "not recommended."

The receiving manager/supervisor shall consider all transfer requests of eligible employees and may select one based upon the requirements of the position and the needs of the school or department. Such consideration may include a personal interview.

Should the receiving manager/supervisor wish to select a transfer candidate in a case where the transfer has been "not recommended" by the sending manager/supervisor, the decision shall be arbitrated by the associate superintendent, Personnel Support Services.

Should the receiving manager/supervisor elect not to select a transfer candidate, the position will be filled through the standard recruiting and selection process in accordance with the Personnel Commission rules. At the option of the manager/supervisor, all eligible candidates may be considered concurrently unless the negotiated contract with the union representing the employee states differently.

**Personnel Commission:**

Maintains records and files of transfer request and related actions.

Refers transfer candidates for consideration by the appropriate manager/supervisor in the location where the vacancy exists.

Determines "equivalency" of positions and classifications when the requested transfer is between positions in different classifications.

In the event a vacancy is not filled through the transfer process, refers candidate from the appropriate eligibility list established in accordance with Personnel Commission rules.

**Demotion**

Voluntary Demotion:

An employee may request demotion to a position in a lower classification.

Regulations and procedures for voluntary demotion shall be the same as prescribed for transfers.

Involuntary Demotion (Disciplinary Action):

An employee may be involuntarily demoted in accordance with District policy, Personnel Commission rules, and applicable law.

**Reassignment**

- 1. The District reserves the right to reassign employees consistent with District needs.

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2. Principal, department head, or appropriate manager/supervisor:

Discusses proposed reassignment with the employee(s) affected and explains how the change will best serve the interest of the District, school, and/or department.

Forwards recommendation for reassignment to associate superintendent, Personnel Support Services, or designee.

3. Associate Superintendent Personnel Support Services (or designee):

Upon request of the employee, discusses the proposed reassignment with the employee.

Approves or disapproves the reassignment.