

## 1.0 Types of Transfer

- 1.1 Transfer may be initiated by the employer or the employee.

## 2.0 Employee-Initiated Transfer

- 2.1 A management employee may request a transfer but, to be considered, must meet all position specifications as described in specifications for the vacant position.
- 2.2 A request for transfer must be submitted in writing through the appropriate administrative channels to the chief management officer at the employee's assigned unit (Chancellor or College President).
- 2.3 The Personnel Services Office will notify the chief management officer of the proposed receiving unit of qualified employees requesting transfer to that unit, and will send written acknowledgment of the request within one week of receipt.

## 3.0 Employer-Initiated Transfer

- 3.1 Employer-initiated transfers will be recommended by the chief management officer at the employee's unit and approved by the Chancellor and the chief management officer at the unit where the vacancy exists.
- 3.2 A copy of the request to transfer an employee will be given to the employee.
- 3.3 The employee will be consulted regarding the transfer and will be notified at least thirty (30) days prior to transfer date.

(Formerly P-9121)

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LRCCD

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