

**3354:2-20-08 Transfers of Staff Employees**

<u>CONTINUING Admin. &amp; S/P</u>	<u>TEMPORARY Admin. &amp; S/P</u>	<u>TENURE-TRACK Faculty</u>	<u>NON-TENURE TRACK Faculty</u>
<u>Full-time</u>	<u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
<u>Partial-year</u>	<u>Partial year</u>		<u>Part-time</u>
<u>Part-time</u>	<u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
x <u>Full-time</u>	<u>Full-time</u>		
x <u>Partial-year</u>	<u>Partial-year</u>		
x <u>Part-time</u>	<u>Part-time</u>		

**(A) Types of Transfers****(1) Compulsory**

- (a) Initiated and mandated by the college administration, the transfer is to a position in the same classification.

**(2) Voluntary**

- (a) Initiated by the college administration and agreed to by the staff employee, the transfer may be to a position in the same or a different classification so long as the pay grade is the same as that associated with the former position and the employee possesses the minimum qualifications for the position.

**(3) Employee-Initiated**

- (a) Re-assignment sought through the in-house application process.

**(B) Conditions Governing Transfers****(1) Salary Placement**

- (a) Salary placement shall not be affected by college-initiated transfers, whether compulsory or voluntary.
- (b) Salary placement for employee-initiated transfers shall be governed by policy 3354:2-20-32, Staff Salary Placement/Salary Advancement.

**(2) Probationary Status of Transferred Employees**

- (a) Governed by policy 3354:2-20-06, Probationary Employment Status.

Replaces: 7/7/94

Effective: 07/07/1994

CERTIFIED ELECTRONICALLY

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Certification

03/12/2015

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Date

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Statutory Authority: 3354  
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