

RULE 8 - TRANSFER, PROMOTION, REASSIGNMENT, DEMOTION

8.01 TRANSFER

- A. An employee who has successfully passed initial probation may apply for a transfer from a position under one appointing authority to another position under a different appointing authority. The employee must give proper notice to the losing appointing authority. Proper notice is defined as two weeks but not longer than thirty calendar days as agreed to by the affected departments.
- B. In the event that part or all of the functions of one department are transferred to another department, the affected employee(s) of the transferring department shall be accepted as transfers by the receiving department at the same base pay rate in the same Market Range Title unless the receiving department has no need for the particular position(s). In the latter event, the Rule concerning reduction-in-force will apply.
- C. With the concurrence of the losing and gaining appointing authorities and the affected employee, the Director may approve a transfer of an individual whose record is satisfactory to another position at the same or lower base pay rate for which the employee qualifies unless an accommodation under federal law.

8.02 PROMOTION

Vacancies in the classified service shall be filled by competitive promotion whenever practicable and in the best interest of the District. Promotions shall be made in accordance with the procedures established in these Rules.

8.03 REASSIGNMENT

At the discretion of the appointing authority, employees may be reassigned from one position control number to another under the same appointing authority in the same Market Range Title and at the same base pay rate unless an accommodation under federal law.

8.04 DEMOTION

- A. An employee with regular status may be involuntarily demoted for cause.
- B. An appointing authority may approve an employee's written request for a demotion within the same department. In such cases, the demotion will be deemed to have been made on a voluntary basis and there shall be no right of appeal. A copy of the employee's written request shall be filed with the Director by the appointing authority.
- C. When an employee is demoted, the employee must meet the qualifications and assessment process(es) in effect for that position at the time of demotion.