

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

September 8, 2008

715 TRANSFER AND CHANGE OF LOCATION

- A. A transfer is the reassignment of an employee from one class to a related class that has a maximum regular salary rate not more than three percent higher than that of the employee's prior class. (For a class with both confidential and represented positions, the maximum regular rate of pay is the top of the range negotiated in collective bargaining.) A transfer will be permitted in cases when a transfer had been possible previously under the above criterion but is precluded due to reclassification action which extends the rate range of one of the classifications. The extended range must include the rates previously paid both classes. This transfer privilege shall only extend to those employees regularly assigned in the affected classes at the time of the classification action.
- B. A change of location is the reassignment of an employee from one position to another position in the same class between administrative units.
- C. Longevity salary increments or any other special salary increment shall not be considered as a part of an employee's base salary for the purpose of determining transfer eligibility.
- D. An employee may request transfer from or change of location in a class, provided that the employee has permanent status in that class. Transfer or change of location of an employee who is not permanent in the class may be approved, provided that the responsible administrator recommends the action and states that such action will be in the best interest of the service. A file of names of candidates for transfer or change of location shall be maintained by the Employment Transactions Services Branch of the Personnel Commission. Such names shall be certified to the appointing authority along with names of appropriate applicants from the eligibility list. The maintenance of such a file involves no obligation to prefer transfer or change of location to other means of filling a vacancy. If the Employment Transactions Services Branch of the Personnel Commission has certified eligibles to a vacancy and subsequently receives notice of a request for transfer or change of location, there is not obligation to amend the certification.
- E. The Personnel Commission staff shall determine whether a class is "related" based upon the factors listed below:
1. Similarity of duties.
 2. Similarity of entrance and class qualifications.
 3. Similarity of occupational fields.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: (Reissue) October 9, 1996, page 1 of 2. Add: September 8, 2008, page 1 of 2.

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- F. The degree to which the two classes must be comparable varies. In general, more latitude is allowed
1. as the employee's length of service with the District increases
 2. when the request for transfer is based on layoff, reclassification, or health
 3. when there is no eligibility list for the class to which transfer is desired
 4. when the receiving organizational unit requests the transfer
 5. when the employee's education and experience meet the requirements of the new class.
- G. A transfer or change of location may be voluntary or involuntary. An involuntary transfer shall require the approval of both the releasing and receiving division administrators. Reasons for any transfer or change of location that is not voluntary shall be discussed with the employee by the immediate supervisor. In multi-involuntary transfers, the most senior employee shall have preference.
- H. A permanent employee who must serve a probationary period after transfer and who is unsuccessful because of incompetency or inefficiency shall be returned to his/her former class in the manner provided in Rule 762.
- I. If transfer is made to a class with a higher maximum regular salary, the employee shall not be eligible for transfer to a higher-paid class for one year thereafter.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: August 28, 2002, page 2 of 2. Add: September 8, 2008, page 2 of 2.

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