

**CLASSIFIED PERSONNEL**

Transfer/Reassignment

Transfer

Transfers, which shall refer to the movement of classified employees to a different geographical worksite location without change of job classification or average hours worked, may be made by the Superintendent or designee. Unless an emergency precludes otherwise, a minimum of 72 hours notice shall precede all transfers.

Reassignment

Reassignments, which shall refer to the movement of classified employees to new work stations within a site or program without change of job classification or average hours worked, may be made by the Superintendent or designee. No minimum advance notice is required for reassignments.

The earning of permanency in the classified service of the Office of Education shall not extend rights or interests to any particular program, assignment, shift, location or workstation.

The process of reassignment or transfer may be initiated either by the Superintendent or designee or upon the submission of a written request to the Superintendent by the employee involved.

*Legal Reference*

EDUCATION CODE

45261 Subjects of rules of the personnel commission