

11.1.G SENIORITY CREDIT: Transfers shall have no adverse impact upon the employee's seniority. When transfers are between positions in the same class, the employee shall retain his/her full seniority in that class.

1. An employee transferred to a position in a related class at the same level shall not transfer any seniority credit earned in the former class. If the transfer is to a related lower class, the seniority in the former class applies to the lower class. The inclusion of the seniority at the lower related class is because seniority is based on service in class plus higher class.

REFERENCE: Education Code Sections 88080 and 88081

11.1.H POSTING OF VACANCY NOTICES: Vacancy notices shall be distributed for all vacancies. In such instances, the vacancy notice will be posted pursuant to the procedures outlined in Chapter 5.1.

REFERENCE: Education Code Sections 88080 and 88081

11.1.I SUBMISSION FOR REQUEST FOR TRANSFER: An employee may request a transfer to a vacant position by submitting a request for transfer on the approved form to the Personnel Commission Office no later than 9:00 a.m. on the day of scheduled interviews.

REFERENCE: Education Code Sections 88080 and 88081

11.1.J CERTIFICATION OF NAMES TO INTERVIEW: The Director of Human Resources shall maintain a transfer and reinstatement list. Whenever the appointing authority requests an eligibility list to fill an existing vacancy

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5. The former employee would receive restoration of any prior longevity steps granted prior to resigning, without longevity step-advancement credit for the off-duty period.
6. The former employee would receive restoration of all rights, benefits, and burdens of a permanent employee in the class to which restored.

REFERENCE: Education Code Sections 88080, 88081 and 88128

11.4 MEDICAL REASSIGNMENT

11.4.A. GENERAL POLICY:

5. Unless approved by the Personnel Commission, the alteration or modification of the duties and responsibilities of a position shall not exceed sixty (60) working days. With the approval of the Personnel Commission, this period of time may be extended to a maximum of one-hundred-twenty (120) working days.

REFERENCES

1. Education Code Sections 88080, 88081 and 88098
2. Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq

11.4.C.

4. If the assignment of the employee is to a higher level position or class (having a higher maximum salary rate), such assignment or reassignment shall require:
 - (a) That the position has been appropriately classified.
 - (b) The acceptance or approval of the employee.
 - (c) That the employee meets the minimum qualifications for the position in the higher class.
 - (d) The approval of the Personnel Commission.
 - (e) That the assignment of the employee shall be considered a provisional appointment, and the employee shall receive no additional salary benefit (beyond the salary rate he/she would have earned in his/her regular class) from such assignment/reassignment until such time as the employee can be appointed to the higher class in accordance with all rules and procedures on eligibility and appointment.

- REFERENCES:
1. Education Code Sections 88080, 88081 and 88098
 2. Americans with Disabilities Act of 1990, 42 U.S.C.12101 et seq
 3. The Rehabilitation Act of 1973

11.4.D

EFFECT OF EMPLOYEE'S ASSIGNMENT/REASSIGNMENT REFUSAL:
An employee who becomes unable to perform any or all of the duties and responsibilities of his/her position (whether such incapacity is permanent or of a temporary duration) because of illness or injury may refuse assignment or reassignment to other classes of positions without effect upon his/her rights under sick leave provisions established by law or these rules and regulations. However, once refused, the District is under no obligation to renew such offers or to make any alternative offers.

- REFERENCES: Education Code Sections 88080, 88081 and 88098