



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 653**

Title: Employee Transfer and Promotion

Cochise College is committed to the development of its employees and the most efficient and effective use of its human resources. To that end, Senior Administration has discretion to initiate employee job transfers, promotions, or reassignments from one job to another based on college needs.

Transfers, promotions, and reassignments may be initiated by the college and/or requested by the employee for various college needs, which include but are not limited to workload imbalances, the desire or need for new or broader experience, desire to better utilize skills, accommodation for health problems, changing budgetary priorities or limitations, changing college needs, college restructuring, and reductions in staff.

Employees interested in transfers, promotions, and reassignments must be able to meet the requirements of the new position, must have held their current position for at least six months, must have a satisfactory performance record, and must have no adverse disciplinary actions during the same period. The college, at its discretion, may require employees who request a transfer to a vacant position to participate in a selection process that may include other internal or external candidates. The college may require employees to make either temporary or long-term job transfer or reassignment in order to accommodate college needs.

Employee Transfers are subject to Governing Board approval. Transferred employees will be placed in the new position for a probationary period of at least one year.

Approved: 2/5/13