

AP4125 TRANSFER/LATERAL MOVEMENT/VOLUNTARY DEMOTION
PROCEDURE FOR CLASSIFIED EMPLOYEES

- 4125.1 This procedure outlines the steps to be taken to provide classified employees a reasonable opportunity to transfer within class or to voluntarily demote or move laterally to classes where they have previously attained permanent status at Big Bend Community College, or equivalent classes as determined by the Director of Human Resource Services, when:
- A. The action is by employee request; or
 - B. The Director of Human Resource Services determines that the employee seeking the action is no longer able to perform in the current class due to physical or mental incapacity; or
 - C. The employee's position is being reallocated upward and the employee is not appointed to the reallocated position.
- 4125.2 Scope: For the purpose of this procedure, the classified staff of Community College District 18 is considered an entity.
- 4125.3 Responsibilities: Permanent employees who wish to be considered for appointment to classes within an equal or lower salary range maximum than their current class must apply in accord with normal procedures, meet the minimum qualifications, pass the examination(s) and be placed on the appropriate eligibility list for the class.
- 4125.4 Salary: Upon appointment via the provisions of these rules, the following shall apply:
- A. For voluntary demotion, the salary shall be determined by the Director of Human Resource Services and the periodic increment date shall remain unchanged.
 - B. For transfer within class or lateral movement, the salary and periodic increment date shall remain unchanged.
- 4125.5 Data: Summary of transfer requests and action will be maintained by the Director of Human Resource Services.

Legal Reference: WAC 251-19-100