

Lakeland Community College

POLICY TITLE:	TRANSFERS OF STAFF EMPLOYEES
POLICY NO:	3354-2-20-08
ORIGINALLY APPROVED DATE:	07/07/94
REVISED DATE:	08/22/25
EFFECTIVE DATE:	08/22/25
NEXT REVIEW DATE:	08/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all continuing full-time, partial-year, and part-time staff employees.

A. Types of Transfers

1. Compulsory

- a. Initiated and mandated by the college administration, the transfer is to a position in the same classification (full-time, partial-year, and part-time staff).

2. Voluntary

- a. Initiated by the college administration and agreed to by the staff employee, the transfer may be to a position in the same or a different classification (FT, PY, PT) so long as the pay grade (i.e., 06A, 07A, etc.) is the same as that associated with the former position and the employee possesses the minimum qualifications for the transfer position.

3. Employee-Initiated

- a. Initiated by the employee for assignment to a vacant, but approved to refill, position. Re-assignment must be pursued through the college's employment application process.

B. Conditions Governing Transfers

1. Salary Placement

- a. Salary placement shall not be affected by college-initiated transfers, whether compulsory or voluntary.
- b. Salary placement for employee-initiated transfers shall be governed by Policy 3354-2-20-32, Staff Salary Placement.

2. Probationary Status of Transferred Employees

- a. Governed by Policy 3354-2-20-06, Probationary Employment Status.
- b. Employees in probationary status must complete their probationary status before they are eligible to apply for another transfer. The only exception would be if the transfer would not change the reporting assignment, i.e., the employee would have the same supervisor.