



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DJ-10 Employee Transfers**

**APPROVED:** November 27, 1985      **REVISED:** September 1, 1995  
Year of last review: 2021

**AUTHORIZING BOARD POLICY:** DJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

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**OBJECTIVE:** To establish procedures to provide for the transfer of personnel from one position to another position within the District.

**PROCEDURE:**

- I. An employment vacancy may be filled by an employee transfer on a competitive or noncompetitive basis.
- II. A transfer is a personnel action in which an employee remains in the same workload and status and is appointed to a different position at the same or lower classification and salary grade.
- III. Competitive Transfers
  - A. Employee opportunities at the District are published and distributed to every department for posting and provide current employees the opportunity to apply for the competitively advertised positions.
  - B. Employees interested in making application for a position vacancy should contact the Employment Services section of the Human Resources Department
  - C. No minimum length of service is required in applying for a transfer.
  - D. The appropriate candidate evaluation procedure is used to evaluate and select the person to fill the vacancy.
- IV. Noncompetitive Transfer
  - A. A supervisor may recommend the noncompetitive transfer of a current employee. The recommendation must include complete justification for the noncompetitive transfer.
  - B. Consideration shall be given to eligible employees and the recommendation shall be based upon demonstrated capacity and quality.
  - C. No minimum length of service of the employee is required.
  - D. A Personnel Action Record (PAR) is completed and submitted to affect the transfer action recommendation with a supporting memo regarding non-competitive action.
  - E. The supporting justification for a recommendation for the non-competitive transfer action must include a review of the employee's qualifications for the position compared to the qualifications required and must include a review of the employee's performance on their current job and potential for successful performance in the transfer position.
  - F. Upon approval of the recommendation, the Human Resources Department notifies the candidate recommended and extends an offer of employment, subject to approval by the Board of Trustees. The Human Resources Department also coordinates the recommendation with both the current and new supervisors.
  - G. Upon approval by the Board of Trustees, the Human Resources Department generates and issues a contract/revised contract of employment to the employee.