



Policy Title Support Staff Assignments and Transfers	Original Adoption Date 7/1/73	Policy Number HR-341
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement All support staff will be assigned their duties and responsibilities by their manager. Transfer requests from individuals and managers may be considered. Transfers occur from time to time to ensure that the best-suited individual is placed in the position. Staff members may discuss transfer possibilities with the respective manager and/or the Human Resources Department.		
Reason for Policy To ensure that the college has transfer option for support staff.		
Historical Data, Cross References and Legal Review Created: 7/1/73 Reviewed/Revised: 7/77; 11/16/89; 5/19/93; 7/1/02; 11/19/10; 1/22/13 Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions		