



Lateral Transfers/Voluntary Demotions for Classified Positions Guidelines

Definitions:

- a. **Lateral transfer** is defined as a permanent change in an eligible classified employee's position within the same classification and not involving a promotion or demotion.
- b. **Voluntary demotion** is defined as a permanent change to a lower classification for which the classified employee meets all employment qualifications as determined by the District.

District Notification: Upon an opening for a permanent classified position Human Resources will announce the position via District email to all of the available lateral/voluntary opportunity. Lateral transfers and voluntary demotions will be posted for five (5) days.

Applicant Process: All eligible classified employees must submit required documents via the District's online application system. The required documents include:

- Online application
- Letter of interest
- Resume
- List of references

Review & Selection Process: Human Resources will oversee an internal interview and selection process. Selection and recommendation for hire will be the responsibility of the supervising manager plus one additional District employee.

- a. All employees who meet the minimum qualifications shall be interviewed.
- b. The hiring manager responsibilities:
 1. Prepare internal interview questions and submit to HR for prior approval;
 2. Identify one District employee to serve with the Hiring Manager for the internal interview; and
 3. Conduct reference checks
 - A reference check with current manager with the agreement of the candidate.
 - A review of official YCCD personnel file
 4. The hiring manager shall give lateral transfer and voluntary demotion request equal consideration. If more than one candidate is identified as qualified for the position, seniority will be the determining factor.

- c. If a current employee is identified as the successful candidate, no open recruitment will occur.
- d. The active recruitment process shall not proceed until all interviews have been completed and bargaining unit members have been notified of the decision. District email is an acceptable form of notification.

Open Recruitment: If no current employee submits interest or a successful candidate has not been identified, the District shall proceed to the active recruitment process.

Approvals: Standard College, District and Board hiring approvals apply.