

(OPP-10)

DATE: August 1, 2021
FROM: Office of Physical Plant
TO: All Physical Plant Technical-Service Employees
SUBJECT: Procedure and Guidelines for
Requesting a Change of Work Assignment (Lateral Transfer)

THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED FOR REQUESTING AND IMPLEMENTING LATERAL TRANSFERS

1. Requests for lateral transfer must be made by the employee in writing on the official OPP "Request for Change of Work Assignment" form.
2. Requests for lateral transfer must be submitted at least five days prior to the date of the final approval to fill the vacancy. Completed forms for Trades will be submitted to Human Resources (HR); completed forms for Custodial employees will be submitted to the Custodial Programs Office.
3. An employee may submit more than one request for lateral transfer, but each request must be on a separate form.
4. Requests for lateral transfer will be accepted for a change of work shift, days off, district/building for Custodial / work group for Trades.
5. In any case where more than one eligible employee has a valid request for the same work assignment, it will be offered to the employee with the longest work unit seniority.

THE FOLLOWING DEFINE THE ELIGIBILITY FOR LATERAL TRANSFER

1. Employees who bid into or accept a position will not be eligible for lateral transfer for one calendar year after the effective date of moving into their new position.
2. After accepting a lateral transfer, employees will not be eligible for another lateral transfer for one calendar year after the effective date of their lateral transfer.

3. Employees will not be eligible for lateral transfer if any of the following conditions exist (however, the original request remains active for 12 calendar months):
 - A. Has an active warning letter;
 - B. Does not meet the job bid sick leave standard outlined in the collective bargaining agreement; or
 - C. Performance does not meet acceptable standards at the time the request is made or during the life of the request.
4. A request for lateral transfer will be active for 12 calendar months, except when a request for transfer is offered and the employee refuses.
5. If an employee is offered and refuses three lateral transfers in a period of six months, they will not be eligible for lateral transfer until one year from the date of the third refusal.

Established as policy May 10, 1971

Revised December 2, 1985

Revised May 1, 1989

Revised January 10, 1991

Revised May 1, 1995

Revised September 3, 2001

Revised June 3, 2002

Revised December 20, 2005

Revised February 1, 2016 - number change from OPP-16 to OPP-10 – clarification of required submission deadline

Revised August 1, 2021 - updated to account for selection of days off, district/building (Custodial) / work area (Trades); clarified eligibility.