

## TENTATIVE AGREEMENT

Between

LOS ANGELES COUNTY OFFICE OF EDUCATION

And

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 99

May 7, 2024

### ARTICLE X - TRANSFER PROCEDURES

#### A. Definition

A transfer is a change of assignment from one site location or division to another within the same classification. No new probationary period shall be required within the same classification. Seniority for transfer purposes is seniority within classification. Excluded from the definition of transfer are: (1) a demotion (whether voluntary or involuntary) or a promotion, (2) a change of assignment within a classification that does not involve a change of site location or division, (3) a change in site location administered by the same immediate administrator. At the request of a unit member and with concurrence of the Office, the unit member may change assignment to another class with the same or lower salary level for which he or she is qualified.

A transfer may be initiated by either written request of unit member (voluntary transfers) or Administratively, ~~in writing as to notice of administrative transfers only~~ by the Office (involuntary transfers). Decisions regarding voluntary transfers shall be made by the Office, utilizing criteria indicated in Section B(3) of this Article. ~~Administrative transfers shall be made in writing.~~

#### B. Voluntary Transfers

##### 1. Request for Voluntary Transfer

A unit member desiring a voluntary transfer shall file a written request with the Personnel Commission on the Office form. The Personnel Commission shall maintain and file such requests until withdrawn by the employee in writing or until June 30 of each year, at which time the entire transfer list shall be purged,

whichever occurs first.

## 2. Procedures for Voluntary Transfer

a. When a new position is created or an existing position becomes vacant and does not have a pending re-employment list, the Personnel Commission shall provide the appropriate administrator with all pertinent transfer request information from the file, together with the eligibility list for the classification of the position to be filled. Unit members being considered for transfer to a specific vacancy shall be notified.

b. All unit vacancies will be listed on the Personnel Commission web site each Monday morning. Transfer requests to such positions must be received in the Personnel Commission no later than 4:00 p.m. on Thursday of the same week:

~~c. The immediate administrator shall interview each unit member listed on the transfer list, unless the unit member has been interviewed twice by the same immediate administrator within the last twelve (12) months, along with applicants from the eligibility list(s).~~

## 3. Criteria

The immediate administrator shall utilize the following criteria in formulating the recommendation to the Personnel Commission for filling the position.

a. Requirements of the particular vacant position as related to the skills, knowledge and experience of the unit member or applicants

b. References and evaluations

c. Seniority within classification

~~d. The hiring of a current LACOE employee shall take precedence over an outside candidate or contractor only if doing so meets the needs of the office, minimum qualifications of the job description.~~

## 4. Shift Change Requests

Before vacancies involving shift changes are submitted to the Personnel Commission for posting, existing unit members within the appropriate classifications who request shift change when a vacancy occurs shall be given first

priority.

## C. Administrative Transfer

### 1. Determination and Criteria

In the case of an administrative (involuntary) transfer, the final determination of the employee to be reassigned shall be based upon the needs of the Office. However, if no special circumstances are present, the determination of the employee to be

reassigned shall be ~~announced to unit members and done by voluntary transfer. If there are no volunteers, the determination shall be done~~ by inverse seniority **according to the least senior employee** (the employee in the site, division, or section, with least Office seniority.) ~~If the volunteer employee does not meet the requisite skills minimum qualification of the job description of the position needed by the Office, the Office may announce the transfer to unit members and seek volunteers. reassign employees according to the least senior employee.~~

### 2. Right to Consultation

Any unit member who has been transferred administratively, (involuntarily) shall be entitled to a consultation with the immediate administrator and/or the Director of Human Resource Services or designee, in order to discuss the reasons for the

transfer. ~~The office shall provide a reason for the administrative transfer in writing.~~ **only if the transfer was not based on the needs of the Office.** ~~a confidential personnel matter.~~

### 3. Mileage

Upon an administrative (involuntary) transfer, the unit member shall be reimbursed for excess mileage at the mileage rates established by the Office. Such excess mileage compensation shall continue for ninety (90) working days only.

Excess mileage is defined as the product of the round trip mileage from the unit member's residence to and from the new location, reduced by the round trip mileage from the unit member's residence to and from the original location.

Example:

Residence to and from the new location 50 miles round trip

Minus residence to and from original location -20 miles round trip

Equals 30 miles

Thirty (30) miles per day reimbursement up to ninety (90) working days.



#### 4. Notice

Absent extenuating circumstances, for the unit members, the Office shall be provided a minimum of ten twenty (10 20) ~~five (5)~~ workdays' notice prior to the effective date of any administrative transfer.

#### D. Exchange Transfers

##### 1. Requirements

- a. A position may be exchanged between two unit members with the mutual agreement of the unit members' immediate administrators.
- b. A position may be exchanged between two unit members with the same classification.

##### 2. Criteria

A voluntary exchange transfer request may be considered based on, but limited to the following criteria:

- a. work hours
- b. experience
- c. job related skills

##### 3. Limitations

Employees granted voluntary exchange transfers are not eligible for mileage reimbursements.

Employees who exchange positions may still be displaced due to a reduction in force.

IN WITNESS WHEREOF, the Parties have executed and entered into a Reopener Agreement for 2023-2024. The Parties have executed and entered into a tentative agreement as of May 7, 2024:

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

DATED: 05/07/2024

By: Kanika D. White  
Dr. Kanika D. White  
Chief Human Resource Officer

DATED: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Chief Financial Officer

**SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 99**

DATED: 5/7/24

By: Manny Rangel

\_\_\_\_\_  
Special Projects Director

DATED: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Senior Lead Internal Supervisor

DATED: 5/7/24

By: Damita Carey-Smith

Damita Carey-Smith  
SEIU Chief Steward

DATED: 5/7/24

By: Kelvin Brown

\_\_\_\_\_  
Member

DATED: 5/7/24

By: Maria Tamayo

\_\_\_\_\_  
Member

DATED: 5/7/24

By: Carlos Santos

\_\_\_\_\_  
Member

DATED: 5/7/24

By: Steven Domini

\_\_\_\_\_  
Member

DATED: 5/7/24

By: Jeramy Viruan

\_\_\_\_\_  
Member

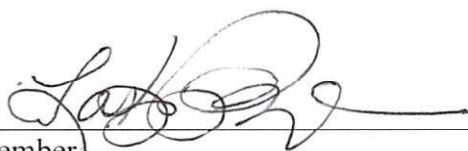
DATED: 5/7/24

By: Lakay Page

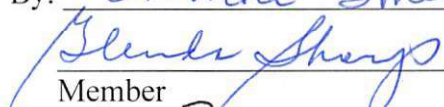
DATED: 5/7/24

DATED: 5/7/24

DATED: \_\_\_\_\_

  
Member

By: Glenda Sharp

  
Member

By: JOHN PARSONS

  
Member

By: \_\_\_\_\_

Member