

POLICY NAME:	602.04: Internal Employee Transfers
EFFECTIVE:	January 10, 2018
SUPERSEDES:	Uniform Guidelines: Procedures for Transfers
SOURCE:	<i>Code of Alabama §16-24C-7</i>
CROSS REFERENCE:	

The President is responsible for all internal College transfers and is responsible for complying with Alabama's Students First Act found at Alabama Code §16-24C-7.

The President has the authority to transfer or reassign any employee, at any time, as the needs of the college require, to any position or work location within the college, which the employee is qualified.

Transfers are appropriate as permitted under the Students First Act or when moving an existing college employee to a previously-existing college position.

Internal posting rules are appropriate and may be used for transfers.

Notice must be provided to affected employees as stated in the Students First Act.