

#### 4.3 **In-Service Training**

Each administrator or supervisor develops procedures whereby an employee receives training in the job assignment and is encouraged to learn the complete function of the department. In-service training classes are organized when needed. Employees are encouraged to enroll in outside courses in order to increase job knowledge and efficiency and to attend appropriate conferences.

If an employee and the appropriate administrator can make mutually agreeable arrangements for making up lost time, an employee may enroll in a class, typically on one of the campuses, during normal working hours. If the appropriate administrator recommends that an employee enroll in a specific class in order to improve efficiency in the present position, the District will reimburse the employee after the class has been completed for any fees and/or books required for the class.

The District will pay for tools and materials required for the class. Any and all tools purchased by the District in accordance with this Article will become the property of the District after the class has been completed. If the appropriate administrator or supervisor requires an employee to enroll in a class, the employee will receive released time or compensatory time off for attendance.

Members of the unit shall receive pay for time spent in approved in-service training during working hours. Requests for approved in-service training shall be made to the appropriate administrator or supervisor and will be approved on the basis of relationship to the current position, related promotional opportunities, or both.

#### 4.4 **Transfer**

4.4.1 An employee may request transfer to other positions.

4.4.2 Transfers may also be initiated by the administration to adjust for overages in staff, to meet the need for special skills, or to alleviate special problems. An employee to be transferred will have the reasons for transfer explained as far in advance as possible. When an employee is transferred from one position in the District to one which is under a different administrator, the two administrators will arrange a mutually acceptable date of transfer. The transfer will take place as soon as feasible, but in no case may it be delayed longer than ten (10) working days after the Office of Human Resources has been notified officially by the-appropriate administrator that the employee is to be transferred.

4.4.3 In making voluntary transfers the District shall not discriminate against an employee on the basis of physical disability unrelated to job performance. For purposes of this section, a classified employee's physical disability is "unrelated to job performance" if the employee can, with reasonable accommodation by the District, perform the essential functions of the position.