

**PERSONNEL  
TRANSFER**

Transfers to Address Association Needs

When conditions affect Association services, activities and resources the Executive Director, at his/her discretion, shall determine whether conditions elsewhere in the Association justify transferring employees to other departments. The Executive Director may suspend Association policies and procedures governing recruitment and selection (GO/4111, GO/4111R and GO/4111.2) and fill the vacancy or new position in accordance with this policy.

In making a determination regarding the transfer of staff, the Executive Director will consider the qualifications of the employee being considered for transfer. If more than one employee is deemed to be qualified, the Executive Director shall ascertain whether any of the qualified employees wish to volunteer for the reassignment. If more than the number needed volunteer, the employees to be transferred shall be selected according to the following criteria to be applied in the order listed: (1) employee performance as reflected in performance evaluations; (2) usefulness to the Association (i.e., the presence of skills, abilities, experiences, etc., that would enable the employee to carry out a variety of functions for the Association); and (3) seniority in the position and the Association.

If there are insufficient numbers of volunteers, the Executive Director shall determine which employee(s) shall be involuntarily transferred by taking into consideration which employees are most suitable for vacant positions.

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BD 9/94

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