

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Transfer Requests

CHAPTER: III

SECTION: 6

EFFECTIVE DATE: 1/81

REVISION DATE: 10/89, 6/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

Some bargaining agreements provide that a bargaining unit employee holding permanent status may request reassignment or transfer within the same bargaining unit to another equivalent or lower paying position for which he/she meets training and experience requirements. Such request may be for a position in his/her own department or one in another department. This request must be submitted to the employee's department manager, branch manager, or Library Director.

Collective bargaining agreements should be consulted to determine appropriate rights, procedures, and limitations on transfer and reassignment. Additionally, the Rules for the Classified Civil Service of Erie County, Section XVI Transfers should be reviewed to determine Civil Service limitations in such situations.

II. GUIDELINES

The Buffalo & Erie County Public Library reserves the right to transfer or reassign employees to other positions in the same department or in another department or branch with or without a change in compensation and with or without a change in scheduled hours. Such transfers may be made in the interest of the B&ECPL, the employee, or for educational purposes.