

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2738

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PROCEDURE TITLE: Transfer of All Personnel

STATUTORY REFERENCE: FLORIDA STATUTES 1001.61 AND 1001.64

BASED ON POLICY: II-2 All Personnel: Personnel Actions and Levels of Appeals

EFFECTIVE DATE: July 5, 1983

LAST REVISION DATE: March 8, 2005

LAST REVIEW DATE: March 8, 2005


I. PURPOSE

To provide procedures for the transfer of positions and personnel to meet the staffing requirements of the College and to facilitate the reassignment of positions.

II. PROCEDURE

A. Staffing

1. The College administration will determine the staffing requirements to meet shifting enrollment patterns and the needs of the College.
2. Information concerning Faculty/Instructional transfers is contained in the collective bargaining agreement (CBA) located at https://www.mdc.edu/contract/Fall_2002.pdf.
3. All professional exempt contractual, professional exempt non-contractual and support non-exempt personnel seeking transfers or promotional opportunities must follow the established application process outlined on the Human Resources Employment web site www.mdc.edu/hr/Employment.

	3/8/05
PRESIDENT	DATE