2J. **Transfers**

An employee requesting transfer from a position in one department to a position in a different department shall apply in the manner provided in the advertisement or posted job announcement. It shall be the employee's choice whether to inform their current department head of the application. If the application is successful, the employee will give the current department head the customary two-week notice before assuming their new position, unless some other time frame can be mutually agreed upon between the two affected department heads.

An employee requesting transfer from one classification to another may not be considered for the transfer if he/she does not possess the minimum qualifications for the new classification.

When an employee transfers to a different position in the same pay range on the salary scale, the rate of pay will remain the same. For transfers to a higher classified position, see promotions. For transfers to lower classified positions, see voluntary demotions below.