

**MEMORANDUM OF UNDERSTANDING BETWEEN  
LOS RIOS COMMUNITY COLLEGE DISTRICT  
AND  
LOS RIOS SUPERVISORS ASSOCIATION**

**Employee Initiated Transfer/Reassignment MOU  
December 8, 2022**

Current language in Article 5.3.2 *Employee-Initiated Transfer/Reassignment* states the following:

The District recognizes the interests of unit members in seeking voluntary transfers. Accordingly, at least five (5) working days before a position is advertised externally, unit members meeting the minimum qualifications will be given consideration for voluntary transfer within the LRSA unit. To be considered for voluntary transfer, the unit member must submit a current application and a letter of interest to be considered for the vacant position to the Human Resources Office by the closing of the fifth working day. The unit member will be afforded an interview with the appropriate administrator and notified by the Human Resources Office of the results of the interview. When more than three (3) unit members request a transfer, the interviews may be limited to only the three (3) most qualified based on screening of applications. If none of the applicants for voluntary transfer are recommended for the position, their applications will be included in the general applicant pool for the position. However, this does not guarantee that they will be granted a second interview.

In order to streamline the hiring process while continuing to provide current Supervisors an enhanced opportunity for a vacant position, Article 5.3.2 will be amended to read:

The District recognizes the interests of unit members in seeking voluntary lateral transfers. Accordingly, when a permanent position is advertised externally, unit members meeting the minimum qualifications will be given consideration for voluntary lateral transfer within the LRSA unit. To be considered for voluntary lateral transfer, the unit member must apply and submit the required applications materials for the vacant position by the closing day. When more than three (3) unit members request a transfer, the LRSA applicants included may be limited to only the three (3) most qualified based on screening of applications. These LRSA applicants will be interviewed prior to any other applicant being interviewed for the position but can be on the same day as the other interviews.



Mario Rodriguez, Executive Vice Chancellor,  
Finance & Administration

**Dec 19, 2022**

Date



Carrie Bray, Acting Associate Vice Chancellor,  
Human Resources

**Dec 19, 2022**

Date



Cindy Velez, LRSA President

**Dec 8, 2022**

Date



Katie DeLeon, LRSA Treasurer

**Dec 8, 2022**

Date











# 20221104 Employee Initiated Transfers MOU - LRSA - Final

Final Audit Report

2022-12-19


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