

## Consideration For Internal Transfer

Open positions will be posted in the administrative office for at least one week prior to filling a position.

Employees who wish to be considered for an opening shall submit to the Administrative Director a letter requesting consideration for transfer which shall also be signed by his/her immediate supervisor. The Administrative Director shall have full and final discretion as to whether or not to approve the transfer request as she/he deems to be in the best interest of the program.

4001-R

Adopted 11-21-02  
Revised 2-24-10  
Revised 10-24-12  
Reviewed 12-21-16