

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4133 TRANSFERS FROM A FULL TIME TO A PART TIME POSITION

If for reasons of ill health, too many leaves of absence, or non-job related responsibilities, an employee is unable to meet the work schedule or sustain the work load required in a full time position, the employee may be transferred to a part time position; salary to be adjusted as required.

A written and documented statement of the transfer must be signed by the employee after a discussion to explain the reasons for the action and to give consideration to the employee's wishes if circumstances permit.