

**SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS ASSOCIATION
PROPOSAL ON LOCATION CHANGES TO
COUNTY OF SACRAMENTO**

6.7 CHANGES IN LOCATION

a. A permanent employee shall be given at least fourteen (14) calendar days notice prior to a permanent change in their work location or involuntary transfer. Notice of permanent change shall be provided in writing.

b. If the proposed change in location or shift creates a hardship for an employee in terms of child care, car pool, or other such arrangements, the employee may request an extension of an additional seven (7) calendar days or more if absolutely required. Such requests for extension shall not be capriciously or arbitrarily denied.

c. The minimum fourteen (14) day period notice requirement shall not apply to temporary or emergency assignments. The anticipated duration of the temporary or emergency assignment shall be provided in writing.