

TRANSFER/REASSIGNMENT

The Superintendent or designee shall assess the needs of the District and place management personnel in positions which will meet those needs.

The Governing Board recognizes that management employees may wish to request transfers to vacant positions for which they are qualified in order to promote their professional growth and broaden their management background. The Superintendent or designee shall establish procedures for the transfer of management personnel.

Voluntary Transfers of Management Employees

The employee shall submit a Request for Transfer form prior to March 1 for the following school year. Transfer requests are valid for six (6) months from date submitted to the Human Resources Office. Requests for Transfer Forms are available at the Human Resource Office.

An employee's Request for Transfer shall bear the signature of that employee's immediate administrator. Such signature is an acknowledgment only that the administrator has been informed of the employee's desire for transfer consideration. Such signature does not necessarily imply approval of the administrator.

A request for Transfer may be withdrawn by the employee at any time subject to the written approval of the appropriate administrator. Voluntary transfer of an employee shall be made prior to the beginning of a school year.

Involuntary Transfers of Management Employees

Involuntary transfer may also be made for any of, but not limited to, the following reasons:

- an opportunity to evaluate an employee in a different school or location.
- professional growth of the employee.
- improved efficiency of the District.
- to use skills and talents at the management level most effectively.

Management, Supervisory & Confidential

TRANSFER/REASSIGNMENT

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

44955 Reduction in number of permanent employees

Hentschke v. Sink (1973) 34 Cal. App. 3d 19

Policy Adopted

TUSD: 3/13/2001