

**TRANSFER/REASSIGNMENT**

**A. Purpose and Scope**

To provide guidance and direction for the Superintendent or designee regarding voluntary and involuntary transfers of administrative employees.

**B. General**

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

**C. Forms Used and Additional References**

None

**D. Procedure**

1. Voluntary Transfer

- a. Requests for voluntary transfers shall be submitted to the Superintendent or designee at the time of the known vacancy.
- b. The employee will be notified in writing of the decision within 15 days.
- c. Transfer requests may be withdrawn by the employee at any time.

2. Involuntary Transfer

- a. Before recommending the involuntary transfer, the Superintendent or designee shall confer with the affected employee and notify him/her of the intent to recommend the transfer and the reasons for the transfer.
- b. For transfers effective at the beginning of the school year, this conference shall take place before May 30.

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- c. If, after the conference, the recommendation to transfer is made, the Superintendent or designee shall so notify the affected employee in writing at least 20 days before the transfer, except in emergency situations. This notice shall stipulate the reasons for the transfer.

#### **E. Reports Required**

None

#### **F. Record Retention**

Personnel File

#### **G. Responsible Administrative**

Human Resources

#### **H. Approved By**

Superintendent  
Associate Superintendent of Human Resources

Regulation Acknowledged:  
TUSD 3/13/01