

TRANSFERS

Transfers and reassignments of management personnel will be made according to the following provisions:

1. Voluntary transfer or reassignment

Any person in a management position may request transfer to any position within the employee's classification provided that:

- a. The transfer request is submitted to the Superintendent by March 1 to be effective the following year.
- b. The transfer request is approved by the employee's immediate supervisor.
- c. The assignment requested is open for the following year or can be arranged through other voluntary transfers.
- d. A suitable replacement can be obtained for the employee's current position.

The Superintendent will evaluate the request, taking into consideration such factors as the welfare of the students, qualifications and service of the employee, suitability for the position requested, other applications and transfer requests for the position, and overall needs of the Baldy View Regional Occupational Program (ROP). The Superintendent will then recommend approval or disapproval of the request to the Baldy View Regional Occupational Program Commission.

Any person in a management position may request reassignment to a lower classification in management or teaching, etc. using the above procedure.

A request for transfer or reassignment may be withdrawn by the employee at any time before the meeting at which the request is considered by the Commission. The decision will be made, if possible, prior to the beginning of the new school year.

2. Involuntary transfers and reassignments

The Superintendent may, with the approval of the Commission, transfer an employee to another position in the same classification when the transfer will, in the Superintendent's opinion, be in the best interests of the ROP. Involuntary transfers may be made for a number of reasons including, but not limited to: professional growth of an employee; opportunity to evaluate an employee in a different assignment; cancellation or reduction of a particular program; declining enrollment; reduction of management personnel due to declining enrollment, loss of ROP funds or reorganization of the ROP management structure; and illness or disability of other management personnel.

TRANSFERS (continued)

Involuntary transfer may be made at any time.

A management employee transferred under these rules may request a statement of the reasons for the transfer and the request shall be granted. The employee may also request a meeting with the Superintendent to discuss the transfer and the reasons for it. The Superintendent's decision following the meeting shall be final.

Involuntary reassignment to a lower management position may become necessary in the event of decreasing enrollment, cancellation or reduction of a particular program, or lack of ROP operating funds. Such reduction of grade shall be without prejudice against the employee. Employees reassigned to a lower position for these reasons shall be given top priority for reinstatement to higher management positions which may open during the two years following such reassignment, provided such positions are at or below the classification the employee had prior to reassignment.