

**PERSONNEL**Assignment, Reassignment and Transfer

Staff members perform best when they work in positions for which they are well suited. The Kennewick School district strives to make the best use of its staff and to provide the best possible service to the district in each position.

Therefore, assignment, reassignment and transfers will be made in consideration of both the needs of the district and the needs of the employee. District employees may request a voluntary transfer.

Notice of an involuntary transfer or reassignment shall be given the certificated staff member as soon as practical. Except for good cause, such notice shall be given not later than the last regularly scheduled day of school.

Collective bargaining agreements may supersede this policy.

Legal Reference:     [RCW 28A.150.230](#) Basic Education Act --District School  
Directors Responsibilities--

Adopted:       June 10, 1992

Reviewed:     November 17, 2010