

*TRANSFERS AND REASSIGNMENT OF CLASSIFIED PERSONNEL*

Adjustment transfers/reassignments and personnel shifts are periodically made necessary by increases or decreases in the enrollments in grades, classes, or schools and in response to other needs of the District. The District will make transfers/reassignments based on the needs of the District, as well as the skills and abilities of the employees, or in accordance with the appropriate collective bargaining agreement.

Any involuntary transfer/reassignment of an unlicensed employee must be based on the requirements of the position to be filled, the qualifications of available employees, and the interest of the District. Transfers or reassignments may not be made as a form of discipline. The District may reassign an unlicensed employee to a temporary assignment for fewer than thirty (30) days.

Procedure for Directed Transfers/Reassignments

When it becomes necessary in the best interests of the District for an administrator or manager/supervisor to initiate action relative to a directed transfer/reassignment of a classified employee, every effort will be made to ensure that such a transfer/reassignment is mutually agreeable to all parties concerned. However, the final decision to make such a transfer/reassignment rests with the District.

Voluntary Transfer Request

Employees may request a transfer or reassignment by completing and submitting a school district transfer/reassignment request form and submitting it to the District Office. Transfer requests will be retained for one (1) year after submission.

Promotions

The District encourages employees to apply for promotional opportunities for which they are qualified. Promotions will be based on the ability, qualifications, and potential of the candidates for the positions. Employees interested in announced positions should express their interest in writing to the hiring administrator or manager/supervisor or by following the instructions outlined in the job announcement. The District will make selection decisions consistent with the District's policy on Appointment of Classified Personnel