

TRANSFER OF CERTIFIED PERSONNEL

General

The basic consideration in the assignment of certified personnel within the school system, whether initial assignment or as a result of voluntary or involuntary transfer, shall be the well-being of the instructional program of the school system and its individual schools. The board is fully cognizant that appropriateness of assignment will have a significant impact on the morale of the certified staff and a concomitant effect on the total instructional program. Thus, all requests for transfers by employees will be carefully considered.

Personnel shall be assigned to employment positions on the basis of their qualifications, the needs of the school system's instructional program, and the expressed desires of the employees. Therefore, if a request for transfer is in accordance with the needs of the school system and individual school personnel, the employee requesting the transfer has the qualifications needed for the position, and a vacancy exists, the request will be considered and reviewed on a nondiscriminatory basis.

Voluntary Transfer

Only certified personnel who have attained tenure in the school system will be considered for employee initiated transfers to other employment positions within the school system. In all cases, an employee requesting a transfer must be qualified and certified for all aspects of the position. A written request for a transfer shall be submitted to the superintendent or designee on forms prescribed by the board, with completed copies to the employee's immediate supervisor and the superintendent. Requests for transfers will be given consideration by the superintendent and the board.

Time Limitation -- A request for a transfer to another employment position is valid for one (1) calendar year only.

Request Deadlines -- In an effort to protect the educational interest of students and established schedules, transfers requested by employees normally will be made during the months of April, May, and June; therefore, requests with an anticipated effective date beginning with the next subsequent school year should be submitted prior to July 1. However, requests for transfers may be submitted whenever positions become available during the school year.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: October 5, 1978; REVISED: August 15, 1994; June 5, 2008; July 21, 2011.

LEGAL REF: The Code of Alabama, 16-11-9, Ala. Act No. 2011-270

(Students First Act of 2011)