

## **TRANSFER OF NONCERTIFIED PERSONNEL**

### Involuntary Transfers

The board, and/or the Superintendent, as provided by law, shall have the authority to transfer noncertified personnel from one position to another when such transfers are in the best interests of the School System. All transfers shall be in accordance with the provisions outlined in The Code of Alabama.

### Requests for Transfer by Employees

All noncertified personnel will be considered for transfers to other employment positions within the School System. In all cases, an employee requesting a transfer must be qualified for the position. A written request for a transfer shall be submitted to the Superintendent on forms prescribed by the Board, with completed copies to the employee's immediate supervisor and the Superintendent. Request for transfers may be submitted whenever positions become available during the school year.

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