

## **Professional Personnel**

### **Administrative Procedure – Staff Transfers**

All requests for a special assignment or transfer of assignment shall be made in writing to the immediate supervisor and the Human Resources Department.

The supervisor will check with the Human Resources Department to determine if vacancies exist. If a vacancy exists, and both supervisors support the transfer, the staff member will be notified in writing.

**Letters of Interest** for transfer requests for the coming school year should be submitted to the Human Resources Department prior to April 1 in order to receive consideration for currently posted vacancies and tentative vacancies. This process will enable the Administration to consider transfer requests concurrently with new applicants for specific positions within SEDOL.

**Letters of Interest** should be as specific as possible in terms of the type of program(s), location(s) age level(s), etc. A confirmation letter will be sent to each staff member submitting a Letter of Interest, documenting receipt by the Human Resources Department.

A transfer may be granted as a reasonable accommodation for a person with a disability who is otherwise able to perform the essential duties of the position.

**Please refer to the current “Agreement between the Special Education District of Lake County, Illinois and the SEDOL Teacher’s Union, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.”**

Date: September 2014