

Transfers

Voluntary Transfer

Vacancies will be posted in each school building. The districts will provide an opportunity for a staff member to apply for a transfer to another position. The superintendent will be responsible for such decisions. Factors considered in transfers will include, but are not limited to:

- A. The staff member's background and preparation for the position;
- B. The instructional requirements and best interests of the districts;
- C. The availability of other equally or better qualified applicants from within or outside the districts;
- D. The desires and welfare of the applicant; and,
- E. The staff member's length of service in the districts and in the position presently held.

Negotiated collective bargaining agreements may supersede provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

Involuntary Transfers or Reassignments

Notice of an involuntary transfer or reassignment will be given the certificated staff member as soon as practical. Except in an emergency, such notice will be given by the last regularly scheduled day of school.

When an involuntary transfer becomes necessary, decisions will be based upon the staff member's area of experience, training, length of service with the districts, and any relevant state and federal statutes and regulations.

Opportunity will be given for the staff member to discuss the proposed transfer or reassignment with the superintendent. When the staff member believes that the transfer or reassignment would be unjustified or unfair, he/she may appeal in compliance with established procedures.

A staff member being transferred or reassigned may request assignment to a vacancy that has been announced and will be given preference over other, equally qualified applicants.

Cross Reference: Board Policy 5021

Conflicts Between Policy and
Bargaining Agreement

Legal References: [RCW 28A.150.230](#)
[28A.405.230](#)

District school directors' responsibilities
Conditions and contracts of employment
— Transfer of administrator to
subordinate certificated position —
Procedure

[42.23.030](#)

Interest in contracts prohibited —
Exceptions

[42.23.040](#)

Remote interests

[WAC 180-16-220](#)

Supplemental basic education program
approval requirements