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## REASSIGNMENT/TRANSFER

The District reserves the right to reassign or transfer any employee when the Superintendent (or designee) determines that the reassignment/transfer is in the best educational interest of students and best operational interests of the District.

If the request for reassignment is made by the employee, it is a voluntary transfer. If the reassignment is initiated by the District, it is an involuntary transfer.

### **Voluntary Transfer**

All employees may request transfers to other employment positions within the District. For non-certified staff, this is accomplished through the posting process for open positions. Certified staff may submit a letter requesting transfer to the Human Resources Office no later than March 1 of the year preceding the transfer. Transfer requests shall be granted only if the transfer will maintain or improve the effectiveness of the District.

### **Involuntary Transfer**

The District reserves the right to transfer an employee, if qualified, to another position. No employee will be involuntarily transferred by the District without a conference with the employee's supervisor, followed by written notice which will include the reason for the transfer. The District will assist employees and make arrangements with the transfers as mutually determined by the current and future direct supervisors/principals.

The District will provide ample and reasonable notice to employees when making voluntary and involuntary transfers. For teachers, the District will make every effort to notify them by May 1, if possible. For all other employees, the District will provide notice in order to affect a smooth efficient and effective operation of the District.

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Reference:	<i>Board Policy 3120</i>	Employment of Staff
	<i>Board Policy 3122</i>	Nondiscrimination and Equal Employment Opportunity
Cross Reference:		Employee Handbook Policy 3.01; Employment Process