

## **Licensed Staff Assignments and Transfers**

All instructional staff members have the right to request a transfer to a vacant position should they have the proper certification. The request for transfer should proceed as follows:

1. All vacancy notices will be posted in a place designated by administration.
2. Employees will have seven days from the vacancy notice posting date to request a transfer.
3. The employee must complete the transfer form which will be available in the district office.
4. The employee's present principal will sign the form as an indication that he has been informed of the pending request for transfer.
5. The principal who is responsible for hiring the person for the vacancy shall arrange for an interview with the prospective transferee after receiving the transfer request.
6. The principal will notify the district of his decision regarding approval or non-approval of the transfer. All employees requesting a transfer to a vacant position will be afforded an interview.
7. The superintendent will notify the applicant of the administrative decision regarding the request for transfer.
8. Upon approval by the Board of Education, the employee will be assigned to the vacancy on the date that the position is available.
9. If the starting date for the vacancy occurs during the regular school year, transfer may not be available because of the effect on the student learning process. Therefore all position vacancies that have an opening date after the start of the regular school year will be declared as temporary positions and will be reopened at the end of the regular year. This procedure will give employees an opportunity to request transfer to the position at the start of the next school year. It will be the decision of the superintendent to declare the vacancy a "temporary position and transfer is not available."

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