

TRANSFERS/REASSIGNMENTS/PROMOTIONS OF NON-LICENSED PERSONNEL

1. Types of Directed Transfers/Reassignments

Transfers and reassignments that result in an employee moving from a position that does not have contact with children to a position that has contact with children must comply with the requirements of *LCSD Board Policy GC: Appointment of Non-Licensed Personnel*.

Adjustment transfers/reassignments and personnel shifts are periodically made necessary by increases or decreases in the enrollments in grades, classes, or schools and in response to other needs of the District. The District will make transfers/reassignments based on the needs of the District, as well as the skills and abilities of the employees, and in accordance with the appropriate collective bargaining agreement.

Any involuntary transfer/reassignment of an unlicensed employee must be based on the requirements of the position to be filled, the qualifications of available employees, and the interest of the District. Transfers or reassignments may not be made as a form of discipline. The District may reassign an unlicensed employee to a temporary assignment for fewer than thirty (30) days.

2. Procedure for Directed Transfers/Reassignments

When it becomes necessary in the best interests of the District for an administrator or manager/supervisor to initiate action relative to a directed transfer/reassignment of a classified employee, every effort will be made to ensure that such a transfer/reassignment is mutually agreeable to all parties concerned. However, the final decision to make such a transfer/reassignment rests with the District. Procedures for directed (involuntary) transfers/reassignments will comply with the applicable collectively bargained agreement.

3. Voluntary Transfer Request

Employees may request a transfer by completing and submitting an online application form. Employees may request a reassignment within their own job classification to their administrator or manager/supervisor.

4. Promotions

The District encourages employees to apply for promotional opportunities for which they are qualified. Promotions will be based on the ability, qualifications, and knowledge of the candidates for the positions. Employees interested in announced positions should express their interest in writing to the hiring administrator or manager/supervisor or by following the instructions outlined in the job announcement. The District will make selection decisions consistent with *LCSD Board Policy GC: Appointment of Non-Licensed Personnel*.

5. Rehires

The decision to rehire shall be at the complete discretion of the District and no former employee shall have any right to or expectation of such rehire. Background and reference checks applicable to the position will be conducted for all rehires at the discretion of the District.

Upon rehire, the employee shall be required to successfully complete a probationary period. No credit for former employment shall be granted in determining eligibility for leave or other benefits, except as outlined in the applicable collectively bargained agreement.

NOTE: Limitations exist for rehiring retired public employees (NRS 286.523).

Reference: NRS 286.523