

## Personnel

### Transfer/Reassignment

The assignment and transfer of all staff shall be the responsibility of the Head of School or his/her designee consistent with any existing provisions in negotiated agreements.

The Head of School or his/her designee shall post, electronically and on the main office bulletin board, known vacancies as they occur.

#### Voluntary Transfer

Teachers who desire a change in assignment may file a written statement of such desire with the Head of School, or his/her designee, in accordance with the job posting. Such statement shall include the position to which the teacher desires to be assigned and transferred.

#### Involuntary Transfer

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable.

All transfers shall be in accordance with any professional agreement. The absence of such agreement, or guidelines, the staff member's area of competence, major or minor field of study, length of service in The Academy, work history and experience shall be considered in determining a transfer or reassignment.

An involuntary transfer or reassignment shall be made only after consultation by and among the interested parties.

Transfers will be made in the best interests of The Academy, subject to provisions of all applicable employee organization agreements and Board of Trustee policies.

Nothing in this policy shall preclude the Administration from staffing The Academy as required by federal or state law and expected by the Board of Trustees.

Policy Adopted: November 18, 2014

The Woodstock Academy  
Woodstock, CT