

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Policies Covering All Classified Employees**

**Board Policy No. 4209:     TRANSFERS**

- A.     A transfer is a voluntary or involuntary movement from one position to another position within a classification. A transfer may be made by the Superintendent at any time.
  
- B.     If an employee wishes to transfer voluntarily from the present position to another position within the same classification, the employee shall notify the Superintendent in writing of this desire, specifying the position desired. Such requests for transfer shall be considered in filling vacancies.

Legal Reference:

Education Code sections 35160, 35160.1, 45101, 45103, 45240-45320

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Reviewed By The Board: January 13, 2005; May 17, 2007; December 11, 2008