

Maricopa Unified School District #20
Human Resource Department

STAFF TRANSFER REQUEST

Policy, Procedure & Form



MARICOPA
Unified School District
Dream. Learn. Become.

Overview of the transfer process

Transfers are governed by Board policy, based on District need and ultimately approved by the Superintendent. Please read the attached policy and procedure carefully to ensure that your request is processed correctly.

Maricopa Unified School District Governing Board Policy Procedure 4-102.A Staff Assignments - Transfers

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program. In addition, no right to school, grade, or subject assignment shall be inferred from the teacher's contract.

A teacher who has been employed by the District for the major portion of three (3) or more consecutive school years and who is currently designated in the lowest performance classification for two (2) consecutive school years shall not be transferred as a teacher to another school in the District unless the District has issued a preliminary notice of inadequacy of classroom performance and approved a performance improvement plan for the teacher and the Governing Board has approved the new placement as in the best interests of the pupils in the school. Following a transfer under this provision, a teacher who continues to be designated in one (1) of the two (2) lowest performance classifications shall not be permitted to transfer to another school. A teacher shall not be transferred more than once under the provisions of this paragraph.

The transfer of teachers from one school to another school within the District shall take into consideration the needs of the pupils in the District and the current distribution of teachers across all of the four (4) performance classifications adopted by the State Board of Education.

Professional staff members may apply for transfer or reassignment, whether or not a vacancy exists. Transfers will not be approved during the school year unless the needs of the District dictate such approval.

In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

Maricopa Unified School District Governing Board Policy Procedure 4-102.A Staff Assignments - Transfers

The Superintendent will determine all support staff assignments. Such assignments shall be based on the needs of the District.

Transfers

- The transfer of support staff members will be based on the needs of the District. Assignments may be changed to serve the best interests of the District.
- Staff members may apply for transfer or reassignment, whether or not a vacancy exists.
- It shall be the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three (3) conditions, personnel shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to express preference of the employees. The Superintendent shall have the responsibility for the assignment of

all personnel throughout the District.

- The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.
- The above applies to transfers within the same job classification and pay grade. Reassignment of an employee to a position of greater or lesser pay requires Board approval.

Eligibility Criteria for Transfer Request

- Teachers requesting a transfer must hold a current certification/highly qualified status for the open position.
- Staff members on improvement plans are not eligible to request transfer.

Transfer Request Information

- Transfer paperwork including a request form, resume and a letter of interest shall be submitted in a timely manner.
- Transfer request forms may be filled out whether or not a position currently exists.
- Potential receiving principals/supervisors shall review and consider each candidate however they are not required to personally interview each person.
- Final notification will be announced by Human Resources after approval by the Superintendent.
- Administration under direction from the Superintendent may involuntarily transfer staff based on the best interests of the District.

Involuntary Transfer Process

An employee may be transferred involuntarily at the discretion of the Superintendent at any time whenever such a transfer is deemed in the best interest of the District. Principals will meet with involuntary transfer candidates to fill out the transfer form and discuss placement options. When involuntary transfers are necessary, the criteria to reach consensus between the current principal and the receiving principal/supervisor will be considered in the following order: certification, past job performance and overall experience. If the principal/supervisors cannot reach consensus the Superintendent shall make the final decision as to employee placement. Formal notification will be provided by the Human Resources Department.

*****Apply online along with this signed form*******



Staff Transfer Form

Name:	
Current School/Department:	
Current Position/Grade:	
Number of Years with MUSD:	Number of Years in Teaching (If applicable):
Certification(s) (If applicable):	
Highly Qualified Status	<input type="checkbox"/> I am highly qualified for the requested positions as measured by NCLB requirements or other position-specific requirements.

Transfer Request Details (Please list up to three choices)

Choice	School/Department	Position	Grade/Subject
1st Choice			
2nd Choice			
3rd Choice			

Statement of Reason(s) for the Transfer Request:

Signature of Requestor	Date

TURN COMPLETED FORM INTO YOUR CURRENT SUPERVISOR-----Current Supervisor Review

Approval	Comments	Signature of Current Supervisor	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No			

SEND THE FORM TO HUMAN RESOURCES FOR DOCUMENTATION-----Human Resources Use Only

Human Resources	Date

SEND ON TO POTENTIAL RECEIVING SUPERVISOR-----Receiving Supervisor Review (for 1st Choice)

Interview Decision	Approval	Signature of Receiving Supervisor	Date
<input type="checkbox"/> Yes, continue form <input type="checkbox"/> No, sign and return to HR	<input type="checkbox"/> Yes <input type="checkbox"/> No		

SEND FORM TO SUPERINTENDENT WITH COMPLETED PAR FORM-----Superintendent Approval

Transfer Approval	Superintendent Signature	Date
<input type="checkbox"/> YES <input type="checkbox"/> NO		

-----SEND FORM TO HUMAN RESOURCES FOR PROCESSING AND NOTIFICATION-----