

Cache County School District

Policy Series 5000: Personnel

Policy No. 5270

Classified Voluntary, Involuntary, and Lateral Transfers and Assignments

I. Voluntary Transfer

A. Employees who desire a transfer or new assignment will be given first consideration (before new employees) for the job opening. The final decision will be made by the appropriate supervisor and/or school principal.

II. Involuntary Transfer

A. When in the best interest of the District it becomes necessary to transfer or reassign individuals, notice of an involuntary transfer or reassignment shall be given as soon as practicable.

B. When involuntary transfer or reassignment is necessary, volunteers from among those affected, shall be transferred or reassigned first. An employee's area of competence, experience related training, and seniority in the District shall be considered in determining which employees shall be transferred or reassigned.

C. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the Superintendent or his/her designee, at which time the employee shall be notified of the reasons therein. Openings in the school system shall be discussed with the employee being involuntarily transferred or reassigned. Such employees may request the positions to which they desire to be transferred. In consideration of involuntary transfers, those best qualified for a particular position shall receive priority and, qualifications being substantially equal, seniority in the school system shall control.

D. At all levels of consideration of involuntary transfer, an employee may, at his option, have a witness, consultant, or representative in attendance.

III. Lateral Transfer

A. A lateral transfer shall be defined as a voluntary move by an employee between positions of equal pay and expected contract hours.

Legal References: SECTION IV - CLASSIFIED PERSONNEL POLICY

Approved by the Board of Education: July 1, 1989. Last Revised: June 7, 2012. Prior Revised Dates: 7/1/2004.