Reassignment of Staff

Reassignment of staff may be initiated by the building principal or by district administration, based on programmatic, operational, or student-service needs. Employees seeking a voluntary transfer may apply for posted vacancies through the District's online employment system.

Voluntary transfer requests will be considered along with other qualified applicants as part of the standard selection process.

While employee preferences will be given consideration, the overriding factor in any reassignment decision shall be establishing effective staffing patterns that best meet the needs of students and support equitable learning opportunities across the District.

a. When determining which staff members to reassign, the principal or district administrator may consider, but is not limited to, the following factors: Seniority and relevant experience
b. Performance evaluations
c. Educational background and professional qualifications
d. Program or site-specific requirements. Licensure and certification areas
e. Extracurricular assignments, coaching, or specialized skills
f. Unique competencies or endorsements that meet District needs

Following reassignment decisions, any resulting vacancies will be posted through the District's online employment system to allow interested staff to apply. When feasible, notification of administrative reassignment for certified staff will occur as soon as possible. Circumstances such as enrollment shifts or late resignations may require decisions after this date.

Certified staff who are reassigned by administration and must relocate to another school campus for more than 50 percent of the instructional day will be eligible for the District's moving allowance, consistent with established budget and procedures.

Transfer Deadlines and Conditions

To ensure continuity of instruction and effective staffing across campuses, voluntary transfer requests must be submitted no later than one (1) week following the annual resignation deadline of July 1 established by the District (see AP 5230). Transfer requests received after this date will be considered only when the employee's current position can be filled by a qualified replacement, as determined by Human Capital and building administration. Transfers will not be finalized until the replacement is confirmed and assigned to the employee's previous campus.

Exceptions may be approved by the Superintendent or their designee when operational or student needs justify an out-of-cycle transfer.

Policy is referenced in Board-FEA Contract

Adopted 8/23/67
Reviewed 12/30/02

Reviewed 9/2007
Revised 4/2008
Revised 6/2009
Revised 6/2011
Reviewed 3/2013
Revised 3/2015
Revised 7/2016
Revised 8/2017
Revised 8/2018
Revised 2/2022
Revised 8/2022
Revised 6/2026