

## **AR 4114 Transfers**

The actual assignment and/or transfer of credentialed personnel shall be the responsibility of the superintendent or his/her designee. In assigning personnel, he/she shall consult with the administrator under whom the employee is to work and, insofar as possible, will appoint the person recommended by the administrator. However, in the final decision, the superintendent or designee will prevail.

A transfer is defined as a change in work location (school, office, or one district site to another) by a unit member.

The following criteria shall be used in consideration of transfer requests:

1. the needs and efficient operation of the district;
2. the contribution the unit member can make in the new position;
3. the qualifications and experience of the unit member compared to needs of the position to be filled and the position to be vacated;
4. the length and quality of the service rendered to the district by the employee;
5. the preference of the unit member;
6. employee certification authorization; and
7. affirmative action goals of the district.

### **Employee-Initiated Transfer Requests**

A unit member may request a transfer to any school within the same position classification subject to the following conditions.

1. Submission of a request for transfer may be made at any time during the school year up to February 15. Transfer requests remain on file for one (1) year.
2. The filing of a request is without prejudice to the unit member and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the unit member in writing at any time before official notification of transfer approval.
3. The district shall, within ten (10) days of rendering a decision, provide the unit member official notification of the disposition of the voluntary transfer request. A unit member, upon request, shall be provided with the reasons for being denied an employee-initiated transfer.

### **Employer-Initiated Transfer**

An employer-initiated transfer may be made at any time by the district for any or all of the following reasons:

1. the needs and efficient operation of the district;
2. to balance the certificated unit members of the district or a school by considering factors, including, but not limited to, experience, racial and ethnic background, and sex;
3. a change of enrollment necessitating transfer of unit members;

## **AR 4114 Transfers (continued)**

4. an opportunity to evaluate a unit member in a different school or location;
5. Improvement of learning conditions;
6. unit member certification authorization;
7. preference of the unit member; and
8. the length and quality of service to the district.

A unit member may request and shall be granted a conference and a written statement regarding the reasons for the employer-initiated transfer, as well as reasonable assistance if necessitated by the transfer to the new location, if the employer-initiated transfer occurs during a school year. In the event a unit member is transferred after the first student instructional day, the district will provide assistance in moving classroom equipment. Additionally, the district will provide up to a maximum of two (2) full days of student-free preparation time.

Prior to any position being filled, the superintendent or his/her designee and site administrators will review and consider the preference of the unit member before a new applicant for the position is employed.

### **New School Opening**

When an administrator from within the district is assigned as a principal to open a new school, the principal may select a core of up to ten (10) volunteer unit members employed in the district for transfer to the new school. All remaining positions shall be filled in accordance with the contract and district hiring practice.

### **Reassignment**

Reassignment is defined as movement of a unit member to a different grade level, subject area, or job assignment at the same school site. Unit members may request consideration for reassignment by submitting a written request specifying first (1st), second (2nd) and third (3rd) preferences for assignment to the site administrator no later than February 15. The site administrator may also make reassignments deemed by the administrator to be in the best interest of the instructional program at any time during the school year.

### **Track Change**

Should a track change result in a unit member teaching less than a period of one hundred eighty-five (185) days in a school year, the unit member's annual compensation will not be reduced. The unit member shall be assigned responsibilities by the district, including, but not limited to, substitute service to complete the required one hundred eighty-five (185) days of service. This shall not apply to a unit member employed after the beginning of the school year, or to certificated employees employed on a part-time basis.

**Board Approved:**

February 4, 2016

August 19, 2004

Effective Date: August 19, 2004