

4214 Transfer of Classified Personnel

A transfer is defined as a change in work location from one district site to another.

The following are criteria for employee initiated transfer requests and should be used in considering said requests:

- a. the needs and efficient operation of the district;
- b. the contribution the employee can make in the new position;
- c. the qualifications and experience of the employee compared to needs of the position to be filled and the position to be vacated;
- d. the length and quality of the service rendered to the district by the employee;
- e. the preference of the employee; and
- f. affirmative-action goals of the district.

Employee-Initiated Transfer Requests

An employee may request a transfer to any location 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 employee and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the employee in writing at any time prior to official notification of transfer approval.
3. The district shall, within ten (10) days of rendering a decision, provide the employee official notification of the disposition of the voluntary transfer request. An employee, 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, but not limited to, the following reasons:

1. the needs and efficient operation of the district;
2. a change of enrollment necessitating transfer of employees;
3. an opportunity to evaluate an employee in a different school or location;
4. employee training and/or experience;
5. preference of the employee; and
6. the length and quality of service to the district.

4214 Transfer of Classified Personnel (continued)

Board Approved:

February 4, 2016

August 19, 2004

Effective Date: August 19, 2004