

# PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK-R** Issued **3/05**

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The superintendent may make personnel transfers within the district on a voluntary or involuntary basis. The district will use the following procedures in making transfers.

## **Voluntary transfer**

- An employee who wants a transfer for the next academic year must discuss his/her desire with his/her principal/director (if in a school) or with his/her immediate supervisor (if on the district level).
- The employee should then write a letter of request to the superintendent or his/her designee no later than the date on which written intent returns are due stating the reason for requesting a transfer and giving the name of the school to which the transfer is desired.
- Upon receipt of the request, the superintendent or his/her designee will set a time for the employee making the request to meet with the principal of the school to which the transfer is requested (if a vacancy for which he/she qualifies exists).
- Based upon the recommendation of the two principals (and/or other immediate supervisors involved), the superintendent or his/her designee will give written notice to the employee requesting the transfer that the request has been either approved or disapproved. The staff member must be recommended by the principal/director of the school to which the employee desires a transfer.

## **Involuntary transfer**

If, in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the district will use the following procedure.

- The superintendent or his/her designee will discuss the need for the transfer with the principal (if in a school) or with the immediate supervisor (if on the district level).
- The superintendent or his/her designee will have a conference with the principal/director of the school to which transfer is being contemplated.
- The superintendent or his/her designee will then talk with the employee to be transferred giving reasons why the transfer is being made. Refusal to comply with the transfer may result in loss of employment for the following year.
- The administration will not use transfers as a disciplinary action.

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