

All transfers of employees, whether employee- or employer-initiated, shall be made in the best interests of the school district.

Full-time employees, both professional and classified, shall be considered for transfer subject to provisions herein stated.

Temporary employees, due to the fact they are employed to "fill in" during the absence of full-time employees, shall not be considered for transfer subject to provisions herein stated.

#### **I. EMPLOYEE-INITIATED TRANSFER**

Any employee wishing to transfer to another position within the district must submit a written request to the Office of the Superintendent. Such request shall be kept on file for the school year for which the request is made and shall be reviewed by the appropriate administrative personnel when new positions open or vacancies occur. Transfer requests must be renewed annually and in all cases must be received prior to the announced deadline for receiving applications for the vacancy.

When a vacancy occurs or new position opens, qualified employees requesting a transfer to that position shall be interviewed for the position. All employees granted an interview shall receive written notification relevant to acceptance or rejection of their request to transfer. Should the employee's request be denied, a conference shall be scheduled with the superintendent if so requested by the employee.

#### **II. EMPLOYER-INITIATED TRANSFER**

Employer-initiated transfer may be made for several reasons, including but not limited to the following:

- A. The need to comply with state or federal requirements;
- B. The need to reduce staff;
- C. Changes in certification requirements and/or instructional skills necessary for implementation or maintenance of programs;
- D. Addition or dissolution of programs.

In all cases, every effort shall be made to effect needed staff adjustments through voluntary transfers and be based upon the needs of students and programs. In the event more than one vacancy exists, the employee(s) considered for transfer shall be notified of all vacancies for which they qualify and their preference shall be considered prior to a final decision being made.