

**A. Transfer of Certified Employees.**

Transfers from one school to another should be viewed as opportunities for professional growth and instructional improvement. While it is the intent of the board to consider the desires and needs of staff members impacted by transfers, the ultimate authority to reassign staff lies with the superintendent as delegated by the board. In all cases, transfers will be made in the best interests of the District.

**1. Voluntary Transfers**

(a) A staff member desiring a transfer effective the following school year shall fill out a form requesting reassignment. A copy of this form must be sent to the superintendent, the employee's principal, and the principal for the work site to which the staff member wishes to transfer by April 15th of a school year. This request will be considered for vacant positions for one year beginning April 15th of the current year. Requests submitted after April 15th may not be honored. While all employees will be given consideration by the "receiving" principal, it will be up to that principal in his or her discretion to determine whether to approve the request. Transfers are not automatic, and current staff must compete through interview process with non-staff members for positions.

(b) Voluntary transfers may not be considered during the school year.

**2. Involuntary Transfers**

(a) Transfers of this nature can be made in the following circumstances:

(i) When there is a need to comply with federal or state requirements.

(ii) When there are changes in certification requirements and/or instructional skills necessary for implementation or maintenance of programs.

(iii) When there is the need to reduce staff due to declining enrollment.

(iv) When there are distinct differences in pupil-teacher ratios at school sites and there is a need to more appropriately balance those.

(v) Whenever there are other needs that would benefit the District.

3. In all cases, every effort will be made to accomplish needed adjustments through a voluntary process, i.e., volunteers will be considered first.

4. In accomplishing necessary transfers, seniority (date of hire) in the District will be one of the factors considered.

5. Employees who have an unsatisfactory evaluation will be assisted with their professional growth plans at their existing site. Unsatisfactory performance will not be a basis for involuntary transfer and will make a person ineligible for transfer.

6. When staff adjustment requirements cannot be met through the voluntary process, every effort will be made to consider individual and program needs in the course of the involuntary process. Final decisions, however, will be based on the needs of the District.

7. Involuntary transfers may be required at any time during the school year.

8. Notification

(a) Staff members requesting voluntary transfers shall be notified in writing of disposition of request.

**B. Non-certified Employees.**

Transfers of non-certified employees shall be made at the discretion of the Superintendent.