

Article IX.A.2.o.      Transfers

A.      Statement of Policy

Transfer shall mean reassignment to work at a different school or location, but in the same job classification and at the same pay.

Classified employees who apply for a transfer to an equivalent position, which is posted as a vacancy, will be considered for transfer and eligible to apply for the vacancy providing that the employee has been in their current position for at least one year.

Classified employees who wish to apply for a transfer to an equivalent position, that is not posted, should submit a written request to the personnel office. Employees with a written request on file will be included for an interview when openings occur, providing that the employee has been in their current position for at least one year.

Transfer requests may also be initiated administratively by the employee's principal or department head whenever, in their judgment, such a transfer would serve the best interests of the employee or the District.

All administrative transfers must be discussed with the employee's immediate supervisors at both locations. The superintendent or his designee shall be the final authority on all transfers.

Intern classified employees shall not be eligible to apply for transfer.

All written transfer requests shall become invalid on July 1 of each year. Employees must renew their transfer requests following this date if they still want to be actively considered for transfer.