

Human Resources

Transfers

Purpose:

To provide guidelines for intra-district transfers.

Participants:

All Employees

Process:

The Superintendent or his designated representative may transfer personnel within the school system. Teachers requesting a transfer to another building or to a different assignment will make the request in writing to the building principal who will forward with recommendations to the Associate Superintendent for Human Resources. Transfers must be approved by the principals involved and Human Resources. A list of known vacancies will be available in Human Resources

Certified Employees: are eligible for transfer upon completion of two years of successful evaluation cycles. If the employee is in the second year of employment with the district and wishes to request a transfer, the building principal will decide if the employee's performance is sufficient to keep the employee in good standing.

Classified Employees: are eligible for transfer upon completion of one year of successful performance in the current position.

A transfer may be initiated by the administration on the basis of the individual's preparation, nature of experience and ability to fit the needs of a particular assignment or, in the discretion of the Superintendent, when necessary to serve the best interests of the school district.

Procedures for transfers that involve staffing new schools or moving entire grade level(s) from one campus to another will be adhered to according to district administrative regulation GCI-R1, 2(C).

Timeline:

July to June of Current Year

Human Resources

REGULATIONS ON TRANSFERS

1. A transfer may be initiated by the administration on the basis of the individual's preparation, nature of experience and ability to fit the needs of a particular assignment or, in the discretion of the Superintendent, when necessary to serve the best interests of the school district.

2. Personnel desiring a transfer may make a request as per board regulations.

A. Procedure:

1. Submit a Request-For-Transfer Form to the building principal or supervisor before March 1st of the current school year.
2. The principal/supervisor will submit the request for transfer along with his/her recommendation to the Human Resources office by the following Friday.
3. Notification that the individual will be considered for transfer, if a vacancy occurs, will be made by the last school day in March. Notification that the individual will not be considered for transfer will also be made by the last school day in March.
4. The building principal and other administrative personnel will interview new applicants along with personnel being considered for transfer to a particular position. A selection will be made from all individuals being considered. This makes it possible for an individual being considered for a transfer not to be selected.
5. Transfers will be considered for any vacancies that may occur between the first school day in May and the third Friday in July.

B. Criteria for approval of transfer requests:

1. Personnel will be considered for transfer on the basis of preparation, nature of experience and ability to fit the needs of a particular assignment as determined by the administration or, in the discretion of the Superintendent, when necessary to serve the best interests of the school district.
2. Individual must be performing satisfactorily in present assignment.
3. Requests for transfer to another school in the district are strongly discouraged until two consecutive contracts have been successfully completed for certified employees, or until the successful completion of one year of satisfactory performance for classified employees.

4. Requests for transfer in order to be closer to place of residence will receive low priority.

C. Procedure for staffing new schools or moving entire grade level(s) from one campus to another.

1. When a new school is constructed, the staffing of the school may result in neighboring schools losing teaching personnel due to reduced enrollments in those schools. In the case of an entire grade level being moved from one school to another, the campus losing the grade level will lose teaching personnel. Teachers who are displaced or surplus under these circumstances are to be assigned to the newly constructed school(s) or to the school(s) adding a grade level, unless they request, and are granted, another assignment.
2. A team composed of the Superintendent, Associate Superintendent for Human Resources, and principals of the affected schools, will schedule and conduct meetings at the campuses where teachers are to be reassigned.

The purpose of the meetings is to provide information to those teachers who face the possibility of being reassigned and having to leave that particular school.

The team will hold individual conferences with principals who are to receive additional personnel.

3. Statistical data provided by the district will be used to project enrollments and personnel needs for the ensuing school year.
4. Voluntary Transfers
 - a. Teachers requesting voluntary transfer will submit the request in writing to the campus administrator.
 - b. Campus administrators will forward approved recommendations to the Associate Superintendent for Human Resources of teachers requesting voluntary transfers.
5. Involuntary Transfers
 - a. Teachers who are displaced, surplus or otherwise identified for an involuntary transfer will be placed in to an "involuntary pool". These individuals will be reassigned according to district campus programmatic needs, required licensure, and completed professional development.
6. Teachers Remaining at the Currently Assigned School
 - a. District seniority will be the basis for reassigning teaching personnel within their area of licensing.
 - b. Licensure will be a factor in placing reassigned teaching personnel.
 - c. Teachers with the most years of district seniority within their area of licensing have the option to remain at the school they are currently assigned, provided there is a vacant position for which they are licensed and trained prior to the first day on

duty of the ensuing school year.

- d. A reassigned teacher cannot bump or displace a teacher in another grade level, even if the reassigned teacher has more years of district seniority. Professional development will be considered a factor in all reassignments.

7. Transfer to the Newly Constructed School or to the School that will add a Grade Level(s)
 - a. Teachers in the currently assigned school with the most years of district seniority within their area of licensing may elect to transfer to the newly constructed school or to the school that will be adding a grade level(s).
 - b. Teachers in the currently assigned school with the most years of district seniority within their area of licensing may request a transfer to any other school in the district to a vacant position for which they are licensed and trained.
 - c. The Associate Superintendent for Human Resources will assist the reassigned teachers with their placement for the ensuing school year. Every effort will be made to assign these teachers to the school(s) of their choice. These teachers will be given priority when being assigned.
8. Selection of Teaching Personnel by Principals of Newly Constructed Schools or Schools Adding Grade Level(s).
 - a. Principals of new schools or schools adding a grade level will be required to select teachers from the pool of reassigned teachers.
 - b. After the reassigned teachers have been placed, principals may select from the pool of newly hired teachers, teachers coming back from leave of absence, and teachers who requested a voluntary transfer.
 - c. The Associate Superintendent for Human Resources will assist the principals of the newly constructed schools or the schools adding a grade level(s) during the staffing process. Given the strict parameters that must be followed, nevertheless, this collaborative effort will focus on staffing each school with teaching personnel that will ensure the educational success of the students. The final decision on reassignment must be made by the Associate Superintendent for Human Resources so that the reassignment is in the best interest of the district and ensure compliance with all state policies and regulations.