

ARTICLE ____: TRANSFERS AND REASSIGNMENTS

TRANSFER: The movement of an employee from one work site to another work site.

TRANSFER PERIOD: A ten (10) working day period will be established during the last nine weeks of the school year.

A. The Board recognizes that the placement of an employee at a work site shall be the responsibility of the Board upon recommendation of the Superintendent.

B. Voluntary Transfers

1. Employees desiring a transfer from one job site to another shall submit ~~a~~ an approved Transfer Request Form through the district selected process to the administrator at the location(s) to which they wish to transfer. Employees who desire a transfer shall discuss transfer with their present administrator before filing an application. Transfer forms shall be valid from the opening of the transfer period in the prior last nine weeks of a school year through September 30 of the current school year. Example--Valid April 25, 2018 through September 30, 2018~~9~~. Anyone who has not received a transfer by that date will have to file new application(s).

2. During the transfer period an administrator may fill a vacancy from his/her school's pool of transfer applicants before the position is advertised to the public.

3. When a vacancy occurs, an administrator shall interview all employees who are on their transfer list for that vacancy unless an employee was previously interviewed for a similar position within the last twelve (12) months. In that case the administrator may re-interview the applicant but is not required to do so.

C. Involuntary transfers

1. In cases where the situation calling for the transfer of an employee cannot be resolved with a voluntary transfer, the Board may make an involuntary transfer based upon the following criteria:

~~a. certification.~~

~~a~~b. length of continuous service in Santa Rosa County.

~~b~~c. specialized experience.

~~c~~d. evaluations.

2. If the above criteria is not used in making a transfer or a unilateral transfer is made, written justification for the involuntary transfer will be furnished the employee within 30 calendar days of administrative action on the transfer and will become a matter of record.

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2 **REASSIGNMENT:** The change in an employee's regular assigned duties or a major
3 change in responsibilities. The work location of the employee does not change.

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5 D. Voluntary reassignments.

- 6 1. Employees desiring a reassignment shall submit ~~a~~ **an approved** Reassignment
7 Form **through the district selected process**.
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9 2. Administrators shall discuss reassignment with all employees who have submitted
10 requests.

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12 E. Involuntary reassignments.

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14 1. In cases where the situation calling for the reassignment of an employee cannot
15 be resolved with a voluntary reassignment, the administrator may make a
16 reassignment considering the following criteria:
17 a. length of continuous service within the school.
18 b. specialized experience.
19 c. evaluations.
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21 2. If the above criteria is not used in making a reassignment or a unilateral
22 reassignment is made, written justification will be furnished the employee within
23 30 calendar days of administrative action on the reassignment and will become a
24 matter of record.

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26 F. If a program is being moved from one site to another, then the employee will move
27 with the program. However, the employee may request reassignment or transfer.
28 The request will be considered.
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