



SECTION: EMPLOYEES

POLICY: 309

**TITLE: ASSIGNMENT AND
TRANSFER**

ORIGINAL: October 27, 2003

CURRENT REVISION: December 13,
2021

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The successful functioning of the district depends on the proper placement of qualified and competent personnel. The assignment and transfer of employees within the district shall be in accordance with the management, supervisory, instructional, and operational needs of the district.

II. DEFINITIONS

None.

III. POLICY

The Board shall approve the initial assignment of all employees at the time of employment and shall approve all changes in assignment to a new building, a new supervisor, new job classification, or to a new position requiring a certificate or credentials other than those required for the employee's current position. The Superintendent or his/her designee may transfer employee(s) within a particular job classification within the district when the needs of the district dictate such action.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers, involuntary transfers, and promotions.
- B. The Superintendent or designee shall, in considering any assignment or transfer, base a decision on the best interests of the district and its students. In determining when a transfer occurs, the following criteria will be considered.
 - a. Need to balance various teaching skills among the schools.
 - b. Changing pupil population within the district.
 - c. Impact of proposed assignment on the educational program.
 - d. Employee's background, preparation for the position, qualifications, certifications, skill, and ability to perform the required work.
 - e. Employees' success in former positions.
 - f. Employee's desire for professional growth.
 - g. Employees' length of service in the district and in the position presently held.
 - h. Recommendations of the employee's administrative supervisors.
 - i. The convenience and wishes of the employee.
 - j. Administrative and operational efficiency advanced by the proposed assignment.

C. The Superintendent or designee shall develop administrative guidelines regulating assignment and transfer and insuring the district's compliance with applicable law.

V. **REFERENCES**

None.