



SECTION: EMPLOYEES

POLICY: 309

**TITLE: ASSIGNMENT AND
TRANSFER**

ORIGINAL: October 27, 2003

CURRENT REVISION: December 13,
2021

**LAST REVIEWED BY THE
ADMINISTRATION:**

ADMINISTRATIVE GUIDELINES

- A. Each District employee applying for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant's official child abuse clearance statement is current as of the date of the application.
- B. Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact with students shall submit criminal background checks as required by law. Such applicants shall report arrests and convictions on the designated form. Failure to report accurately such arrests and convictions may subject the individual to disciplinary action up to and including termination and referral to law enforcement for criminal prosecution.
- C. Vacancies shall be publicized to all employees unless the needs of the districts preclude such action.
- D. The request of an employee who voluntarily requests reassignment or transfer shall be considered to the extent that the transfer does not conflict with the instructional requirements, operational efficiency, and best interests of the district.
- E. This policy shall not prevent reassignment of employee during the school year for good cause, as determined by the Superintendent or his/her designee.
- F. The Superintendent, in considering any reassignment or transfer, shall ensure that low-income and minority students are not taught by unqualified, out-of-field, or inexperienced teachers at a rate greater than other students, in accordance with law.
- G. If a classified employee who has successfully completed a probationary period applies for and receives reassignment to a different classification, he/she shall be considered probationary in the new classification. In the event the employee is unsuccessful during the probationary period in the new classification, he/she shall be entitled to reinstatement to the original classification, if there is a position in such classification that is not filled by a permanent employee. If no position is available, the employee entitled to reinstatement shall be given the same reemployment preference that is applied to people who have been laid off.
- H. Transfers will be on a voluntary basis, whenever possible. However, effective operation of the district may require that involuntary transfers be made. An involuntary transfer will be made only after a meeting between the employee involved, the responsible supervisor, a central office administrator, and a representative of the employee organization, if the employee requests the presence of the representative. The purpose of the conference is to review the reasons for the transfer.