

SUPERINTENDENT'S REGULATION 5-2.8 ASSIGNMENT AND TRANSFER

An employee who has requested a transfer or an employee who is being considered for an involuntary transfer may request a personal interview with the deputy superintendent of instruction. A transfer candidate will be asked to interview with the prospective principal, director, or supervisor.

1. When involuntary transfers are necessary, a teacher's area of competence, major and/or minor field of study, quality of teaching performance, and length of service in the school division will be considered in determining which teacher is to be transferred. Teachers being involuntarily transferred will be transferred to a comparable position.
2. Notice of transfer will be given to teachers as soon as practicable and under normal circumstances not later than June 30.
3. Employees desiring a voluntary transfer shall submit a written request to the human resources specialist stating the assignment preferred. Such request must be submitted as a part of the annual "intent form" process and no later than April 30. As vacancies occur, transfer requests will be considered.
4. Before an employee is assigned or transferred to a particular school, the principal of the school in question will be consulted and will make a recommendation concerning the assignment or transfer.
5. When a request for transfer has been approved, a letter shall be sent by the deputy superintendent of instruction to the transferee designating school assignment for the following year.