

**STAFF AND PERSONNEL
SERIES 400**

402.2

TITLE: EMPLOYEE ASSIGNMENTS & TRANSFERS

The Board of Trustees believes that it is sometimes necessary to reassign or alter duties and/or to transfer employees within the District because of changing student, school or District needs.

The Board of Trustees also believes that periodic transfer or reassignment of employees may enhance professional growth and thereby improve the quality of education in its schools.

When conducting employee reassignments and/or transfers, the Superintendent will be directed by the following policy.

Policy:

Assignments: It is the policy of the District that the assignment of employees to specific types of positions and duties will be based upon the needs of the students, the schools and upon the qualifications of the employees. The primary responsibility for making these assignments will rest with the Superintendent, subject to review by the Board of Trustees

Transfers: It is further the policy of the District that the Superintendent may make involuntary transfers of an employee from one assignment to another provided that such transfers are based on the needs of the District and that the certificated employee has both the necessary certification and endorsement to perform the assigned services.

Employees who have been in one school for an extended period of time are encouraged to apply for a transfer to another school to further their professional growth.

A request for transfer of a teacher or other employee from one school to another or within one school may be initiated by the employee or by the principal of the school by making such request in writing to the Superintendent. The Superintendent may respond to such requests or make transfer decisions on his own volition.

In all cases, the decision regarding transfer will take into account the following factors:

- the best interests of children in the schools;
- the needs and operation of the school from which the employee may be transferred and as those of the school to which the employee may be transferred;
- the employee's certification endorsements and other qualifications
- the requests of the employee.

Reference: § 33-506, I.C.
§ 33-512(B), I.C.
§ 33-513, I.C.
§ 33-523

Adopted: April 9, 2001
Revised: September 12, 2011
Revised: August 12, 2013