

**STAFF TRANSFERS AND REASSIGNMENTS****TRANSFERS** (Requested by employee)

School district employees may request a transfer to a position which has been posted as open for which he/she is qualified or certified. Employees desiring such a transfer shall apply using the district's online application system. Staff requesting a transfer may or may not be interviewed for an open position. At the discretion of the supervising administrator, a formal interview or informal interview and/or observation may be conducted with employees who have requested a transfer to a position in another building. The supervising administrator shall recommend transfers to the Superintendent for consideration and forwarded to the Board for final approval.

**REASSIGNMENTS** (Needs of School District)

Relocation of personnel may become necessary to meet instructional requirements, fluctuating enrollments, changing educational needs, staffing needs, operational needs or other district needs. The Board, upon recommendation from the Superintendent, may reassign an employee at any time when it is in the best interests of the school district. Such reassignments may result in relocating to another building within the school district, a change in teaching assignment, a change in workload, or other changes with respect to employment.

Administrators may reassign staff within buildings to positions for which they are qualified with the approval of the Superintendent.

Notice of a reassignment shall be given to the employee as soon as practicable after the Board or administrator has made a decision. The Superintendent or his/her designee shall meet with the employee(s) involved to discuss the reassignment.

In making reassignments, the Board will consider the needs of the district, the performance and qualifications of the employee, and the employee's expressed desires. Ultimately, decisions regarding reassignments will be based on the following criteria and order of priority: (1) in accordance with the needs of the district, (2) where the Superintendent, after consultation with the appropriate administrator, believes an employee can most appropriately serve based on the employee's

performance and qualifications, and (3) the expressed preference of the employee.

**SALARY/WAGE SCHEDULE**

A transfer or reassignment to the same position will not adversely affect an employee's rate of pay. A transfer or reassignment to a lower or higher paid position may result in a difference in wage.

First Reading: 2-6-23  
Second Reading: 3-6-23