

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS **(Involuntary Transfer Policy)**

All assignment of staff members and their transfer to positions in the various schools and departments of the district shall be made by the superintendent or his delegated representative. Teachers not notified in writing shall assume that they will retain the same position as they had the current year.

The following procedures shall be followed in determining involuntary transfers:

- A. Voluntary transfers shall be considered first.
- B. The staff member affected shall have the right to apply to a voluntary position before being transferred.
- C. The administration shall consult with the affected staff member prior to a final decision. Reason or reasons for the transfer will be in writing and may include, but are not necessarily limited to, one or more of the following:
 1. Longevity. (Staff members with the least longevity shall be considered for transfer first.)
 2. Staff requirements.
 3. Curriculum or program revision, deletion, or addition.
 4. Results of supervisor evaluation report.
 5. Evidence which would seem to indicate potential for greater effectiveness in the new position than in the position now held.
 6. Improvement of certified staff relationships.
 7. Any mutually agreed reason between administration and the affected staff member.

Persons transferred after the second Tuesday in July shall receive \$150 as payment for the extra work required to prepare for the new assignment. Persons transferred after the first day of classes shall receive a \$300 payment.

Persons eligible for payment will be those assigned to a different grade level or different academic class.