

Staff Transfers

Purpose

This policy provides guidelines for staff transfers and reassignments.

Scope

This policy applies to all staff members in the district.

Policy

1. A staff member may be voluntarily transferred to any open or newly created position. Any such voluntary transfer shall be made after the position has been posted for a minimum of five business days, except that the posting requirement may be waived in writing by the Superintendent. In lieu of posting a position in writing, the Superintendent may authorize a verbal announcement of the opening.
2. Vacancies for which there is no known volunteer for a transfer shall be posted in each school building for a minimum of five business days. The district shall provide an opportunity for a staff member to apply for a transfer to another position. The superintendent or designee shall be responsible for such decisions.
3. Notice of a transfer or reassignment shall be given the staff member as soon as practical. Except in an emergency, such notice shall be given by the last regularly scheduled work day.
4. When a transfer or reassignment becomes necessary, the staff member's area of experience, training, length of service with the district, and demonstrated knowledge of relevant state and federal statutes and regulations shall be considered. Final decisions shall be at the sole discretion of the Superintendent or designee.
5. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the superintendent or designee. When the staff member believes that the transfer or reassignment would be unjustified or unfair, he or she may appeal in compliance with established procedures.
6. A staff member being transferred or reassigned may request assignment to a vacancy that has been announced and shall be considered for that vacancy.

Related Procedures

N/A

Policy Cross References

5013-Employee Rights

Policy Legal References

RCW 28A.150.230 – Basic Education Act of 1977 – District school directors as accountable for proper operation of district – Scope – Responsibilities – Publication of guide

RCW 28A.405.230 – Conditions and contracts of employment – Transfer of administrator to subordinate certificated position – Procedure

RCW 42.23.030 – Interest in contracts prohibited – Exceptions

RCW 42.23.040 – Remote interests

WAC180-16-220 - Supplemental Program Requirements

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	July 21, 2010
Revised	October 20, 2010
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