

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The superintendent will make assignments and transfers of support staff members for the efficient operation of each district building/department. Consultation with the affected employee will be made by the building principal or director before the superintendent will make assignment/transfer decisions.

Reassignments may be initiated by the superintendent, or his/her designee, if it is for the welfare of the employee or the building or department. An administrative transfer or reassignment will be made only after a conference between the support staff employee and the superintendent or respective supervisor, at which time the support staff employee will be notified of the reason for the transfer.

Any support staff employee desiring a transfer in assignment may make a request to his/her supervisor or to the superintendent with a copy to the supervisor. The following criteria in order of priority will form the basis for granting the transfer:

1. the qualifications of the support staff employee;
2. the length of continuous service which the support staff employee has with the district;
3. the contribution the support staff employee would make in the new assignment; and
4. the opportunity for growth in the position.

ADOPTED: April 18, 1983
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