

**Board Policy**

The Shelley Joint School District No. 60, to facilitate transfers between buildings and/or changes to positions, assignments or teaching disciplines when desired, requested or necessitated by sound management or educational practices, establishes the following procedures to facilitate the process.

**The following definitions apply to this policy:**

1. Transfer: A transfer is a change in position, assignment or teaching discipline within a school or a change from one school to another school within the District.
2. Vacancy: A vacancy is a specific assignment opened due to increased staffing requirements, transfer of an employee to another building, or resignation, dismissal, retirement, or death of an employee.

**Suggested Implementation Guidelines**

- A. Notification of pending or open assignments:
  1. Information regarding vacancies shall be publicized through the principal's offices and by posting notices in each school building.
  2. All personnel affected by proposed changes shall be informed of the reasons for such changes at a meeting with the administration.
  3. Notices will be posted at the district office during summer vacation.
  4. Detailed job descriptions of vacant positions shall be made available upon request to the building principals of the school with the vacant position.
- B. Selection Procedure:
  1. Qualifications, experience and certification will be given consideration when filling vacancies.
  2. Qualified personnel in the District shall be given first preference for vacancies when they are judged equally qualified with non-district employee candidates.
- C. Voluntary Transfers:
  1. A written request for reassignment stating reasons for such request shall be submitted to the Superintendent no later than the tenth (10<sup>th</sup>) day after notification of the opening.
  2. The Superintendent after consultation with the principal or supervisor will inform the employee in writing of the decision at the earliest possible date and of the reasons for the decision.

EMPLOYEE TRANSFER

D. Involuntary Transfers:

1. Affected personnel will be given the opportunity to volunteer for a transfer.
2. If there are no volunteers, the Superintendent and principal, or supervisor, will make the decision to transfer an employee using their best judgement and sound educational and management principles.
3. The Superintendent will inform the employee in writing of the decision at the earliest possible date and of the reasons for the decision.
  - a) If an employee is not satisfied with the decision, he/she may appeal to the principal, Superintendent, or school board according to the district "Grievance Procedure" policy number 408.70.

Revised: March 21, 2001