

Personnel Assignments and Transfer

Personnel Transfer

Staff members may request to be reassigned to another building. To facilitate awareness of opportunity, the Superintendent or designee will cause all vacancies to be posted at locations accessible to professional and support personnel. Properly certified and qualified employees may submit a written request for a vacant position and will receive written notice when action is taken.

Staff transfers may be initiated by administrative directive. Transfers for administrative purposes will be initiated for purposes of providing for the educational program and for student need. Prior to effecting any such transfer, the employee will be consulted and will be provided with the reasons for the administrative transfer. In no instance will certified staff be transferred to an area in which they lack certification.

Transfer of all personnel will be made upon approval of the Superintendent.

12/16/97S

Reaffirmed: June 5, 2008
Adopted: July 8, 1998
University City School Board