

GCK-R

REGULATION

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

### **Voluntary**

The purpose of this procedure is to assure that employees presently in the District will be given consideration for any position(s) within the District for which they are qualified and for which they request voluntary transfer.

#### ***Requesting a Voluntary Transfer:***

- Requests may be made any time during the transfer period from January 15 through the established closing date. The Voluntary Transfer process closes thirty (30) business days after the date contracts are issued. Voluntary transfers may be approved until June 1 dependent upon administrative approval. Interested teachers must submit a Request for Voluntary Transfer in the Applicant Tracking System. The close of business on June 1 will be the final date that a hiring principal may notify Human Resources of the decision to accept a transfer.
- Teachers may request transfers for posted classroom vacancies only. Teachers will need to express interest through the Applicant Tracking system for each specific posting/position at each school that they wish to be considered for. There is no limit on the number of transfer requests made. However, to be considered, a brief resumé must also be submitted through Applicant Tracking.

#### ***Eligibility:***

- Only eligible contracted certificated teachers of the District may participate in the voluntary transfer process. Guest teachers, permanent substitutes, teachers on short-term contract, part-time noncontinuing contract teachers, and support staff employees are *not* eligible to participate. Eligible teachers must

be effective or highly effective teachers as indicated on most recent evaluations.

- Each principal is required to review and consider each candidate, but is not required to personally interview each person applying.
- Upon receipt of the recommendation from the hiring principal, Human Resources will review the recommendation and either the principal or Human Resources will notify the teacher of the decision.

### ***Reduction in Force***

In the event of a reduction of force, a brief window of time for transfers may be opened.

### ***New Programs***

In the event of new program initiatives or the repurposing of a school, a brief window of time may be opened for transfers in or out of the school.

### **Timeline**

**Note:** Human Resources will post current vacancies as openings arise throughout the transfer window.

January 15 Transfer process begins for the following school year.

January 15 Notification deadline of employee intent to return or not to return from leave.

February 15 Notification deadline for request for annual non-compensable leave for the following year.

The Voluntary Transfer process closes thirty (30) business days after the date contracts are issued but no later than June 1, whichever comes first. The transfer process ends at close of business; therefore, all approvals of Requests for Voluntary Transfer must be received from the hiring principals in Human Resources by 4:30 p.m. on the specified closing date.

## **Involuntary**

An employee may be transferred involuntarily at the discretion of the Superintendent at any time whenever an involuntary transfer is deemed to be in the best interest of the District.

When involuntary transfers are necessary, volunteers will be considered first. In the event that there are no volunteers, or if there are more volunteers than needed, length of service at the site will determine the order of involuntary transfers. All transferring teachers must meet appropriate certification. Final decisions regarding involuntary transfers will be made by the Superintendent. Notification will be provided in writing by the Human Resources Department.

If vacancies occur after involuntary transfer placement(s) have been made, teachers may choose to participate in the voluntary transfer process to express interest in any open/posted position for which they are appropriately certified and highly qualified to fill. Employees who are placed in involuntary transfer situations due to staff reduction shall be allowed the opportunity to express interest in the schools and the positions they prefer. The District reserves the right to deny such preferences based on the needs of the District.