

**GACE Assignment and Transfer**

**GACE**

The board reserves the right to assign, reassign or transfer all employees. In exercising this right, the board and/or administrators acting on behalf of the board shall comply with the terms of the negotiated agreement, when applicable.

**Administrators**

Assignment to a school or department shall be determined by the needs of the district. An administrator shall be assigned by the superintendent or designee.

For all employees, assignment to a particular school or position will not guarantee assignment to that same school or position in subsequent years. Professional employees may be assigned to any position for which they are appropriately licensed.

A “transfer” of an administrator is the changing of an administrator’s assignment or employment responsibilities that results in a change of building, change of district department, or a change within a building or district department. The superintendent or designee may transfer an administrator whenever that transfer is in the best interests of the district.

**1. Administrator-Request to Transfer**

A current list of all vacant administrative positions in the district shall be maintained in the human resources department. Any administrator who desires to apply for a vacancy shall file his or her application in writing with the superintendent or designee. Upon consideration of the transfer request, the administrator shall be notified regarding the disposition of the request.

2. Administrator-Initiated to Transfer

When an administrator is being considered for an administration-initiated transfer, such administrator shall be consulted privately by the superintendent or designee and told the reasons for the proposed transfer. That conference shall occur prior to any final decision to effect the transfer. Following a final decision to transfer, official notice shall be given in writing to such administrator by the superintendent or designee as soon as possible.

Teachers, Licensed and Non-Licensed Contracted Support Employees

Assignment to a school or department shall be determined by the needs of the district as identified by the human resources department, in consultation with the superintendent or designee.

A “transfer” of a teacher, licensed or non-licensed contracted support employee is the changing of an employee’s assignment or employment responsibilities that results in a change of building, change of district department, or a change within a building or district department. The superintendent or designee may transfer teachers, licensed or non-licensed contracted support employees whenever that transfer is in the best interests of the district.

1. Teachers, Licensed or Non-Licensed Contracted Support Employees - Request to Transfer

A current list of all vacant positions in the district shall be maintained in the human resources department. Any employee who desires to apply for a vacancy shall file his or her application in

writing with human resources department. Upon consideration of the transfer request, the employee shall be notified regarding the disposition of the request.

2. Teachers, Licensed or Non-Licensed Contracted Support Employee – Administration Initiated Transfer

When a teacher, licensed or non-licensed contracted support employee is being considered for a transfer, such employee shall be consulted privately by an administrator, or the human resources department, or designee and told the reasons for the proposed transfer. That conference shall occur prior to any final decision to effect the transfer. Following a final decision to transfer, official notice shall be given in writing to such employee by the human resources department or designee as soon as possible.

Classified Employees

Please refer to classified employee handbook. Available classified positions will be posted on the district website. If an individual would like to be considered for a posted classified position, or would like to refer someone who is qualified, that individual should contact the hiring Supervisor noted on the posting or the human resources department and complete a classified employee transfer request.

Whenever it is deemed in the best interests of the district, the human resources department may transfer a classified employee to any classified position for which such classified employee is qualified to perform the employment duties. Prior to making such transfer, human resources department

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personnel or designee shall confer with the classified employee. Following such conference, the human resources department shall make a final decision concerning the proposed transfer and shall send written notification to the classified employee.

Change of assignments within the same building or department may be done without posting a position and completing an internal transfer application.

Approved: 7/24/17

KASB Recommendation - 2/98; 4/07; 4/16; 4/17