

*Transfer between Non-Instructional Positions and Classifications*

The assignment and transfer of District employees shall be based on the management, supervisory, instructional and operational needs of District. Openings may be posted, depending on the nature of the vacant position. The Board shall approve the initial assignment of all employees at the time of employment.

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers which do not inequitably impact students.

The Superintendent or designee, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers, as required by 20 U.S. Code Section 6312.

Guidelines

Nothing in this Policy or its accompanying Regulation is intended to conflict with any applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. To the extent that any provision in this Policy conflicts with a provision contained in any applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution, the provision in the applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution shall control. This Policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

Adopted: April 23, 1979  
Revised: May 23, 1994  
Revised: January 24, 2000  
Reviewed: December 12, 2006  
Revised: May 28, 2024