

*Transfer between Non-Instructional Positions and Classifications*

Openings may be posted, depending on the nature of the vacant position. Information on open positions shall normally be posted for at least five (5) work days. Postings may include job title, basic job responsibilities, required and preferred qualifications for the position, job location if determined, and salary range. The Board shall give preference, if qualifications are equal, to applicants in the employ of the District.

All certificated employees may be transferred within their areas of certification. The Superintendent or designee will notify the Board when subsequent assignments involve a transfer from one building to another or involve a move to a position requiring a certificate; or other credentials other than those required for the employee's present position; or change in organizational authority.

Clearances

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a District employee to another position as a District employee and the applicant's official child abuse clearance statement is current.

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.

Guidelines

Nothing in the Policy or this 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 the 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. The Policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.