

PERSONNEL TRANSFERS

Transfers should be done only at the employee's request or consent. Procedures are to be followed to ensure transfer is at the employee's request or consent. Contact Director of Personnel when considering a transfer without the employee's request or consent.

Certified Personnel

1. From one school/work site to another at employee's request
 - A. Personnel wanting to transfer apply directly to the Principal/Supervisor of the school/work site where a vacancy exists
 - B. Principal/Supervisor submits **PERSONNEL ACTION** to Personnel Office along with letter from employee requesting the transfer
2. Within the school, from one grade or subject to another, at employee's request
 - A. Complete **WITHIN-SCHOOL TRANSFER RECOMMENDATION** (pg. 34)
 - B. Submit to Personnel Office along with letter from employee requesting transfer

Support Personnel

Transfers of support personnel should be handled generally under the same conditions and stipulations as certified personnel. **PERSONNEL ACTIONS** are submitted for employees who transfer from one work site to another or from one position to another. A letter from employee consenting or agreeing to transfer must accompany **PERSONNEL ACTION**.