

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GDJ

ASSIGNMENTS AND TRANSFERS: CLASSIFIED

The Superintendent, in consultation with Principals, shall make assignments and consider transfers of classified employees in the best interest of the schools.

Voluntary Transfers:

Classified employees may request transfers when job openings occur. They will be given consideration for such transfer based upon their qualifications. Employees requesting transfers may be required to complete applications, provide references, and interview for the position for which they are requesting the transfer. Principals may transfer classified employees within buildings to "like" positions with similar skill requirements and employment hours. Following such intra-building transfers, all other procedures for posting vacancies shall be implemented.

Involuntary Transfers:

The Superintendent shall have the final responsibility to recommend, when in the best interests of the School District, an employee should be transferred. When the Superintendent determines to transfer an employee, the employee shall be notified as soon as possible, in writing, by the Superintendent or his or her designee stating the reasons therefore. Thereafter, the receiving administrator shall meet with the affected employee being transferred to discuss the new position(s).

All recommendation for transfers will be subject to the approval of the Board.

Adopted: 1/20/98
Revised: 6/20/00