

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

CODE: GDJ-R

TRANSFER AND VACANCY: CLASSIFIED

All classified vacancies will be posted throughout district buildings in designated areas for ten working days from the date of the vacancy opening. The posting will indicate (a) position; (b) location; (c) job related skill and experience requirements; (d) and closing date for the submission of requests for transfer. All classified vacancies which occur in the district will be advertised in the designated newspaper with a closing date of ten days from the date of the vacancy opening. All applications for the vacant position must be written form and are to be directed to the Office of Human Resources.

Classified vacancies occurring after the close of the regular school year will be posted in the central office and by public notice in the newspaper. Employees will be given ten days from the posting date to apply for transfer to the vacant position.

In-district employees requesting transfers for the vacant position will be given consideration for the vacant position. Employment decisions for the vacant position will be made by the supervising administrator, building principal or immediate supervisor with approval of the building principal. All internal candidates will be notified in writing of the disposition of his/her request for transfer by the hiring supervisor or administrator as soon as possible following the decision to hire to fill the vacant position.

All internal candidates for transfer must inform their immediate supervisor or administrator of their intent to request consideration of a 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.

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