The following guidelines will apply to voluntary teacher transfers:

- Requests for transfer may be made annually by the teacher during the open transfer period, which is scheduled by Human Resources. Human Resources will distribute and communicate the guidelines for implementation of the Voluntary Teacher Transfer Program. [See Reference (b) the Transfer Request Form];

- The teacher may contact a principal to express an interest in a transfer to his or her building; and

- The principal will notify the appropriate Human Resources generalist before the close of the open transfer period indicating a request to process a teacher transfer. A request to transfer may be submitted via e-mail. Transfer requests received after the close of the open transfer period will require the approval of the releasing principal.

Projected student needs and the projected staff assignment for the current and upcoming school year(s) may be considered when identifying the staff that will be reduced and placed in the excess pool, on a campus or department basis, during the application of this regulation. The considerations/criteria to identify the staff that are to be reduced will be on a campus/department basis and will be made in consultation with the Human Resources Department.

If it is determined that there is no available similar position at that campus/department, the affected staff member may be placed in the excess pool.

The administration reserves the right to make involuntary transfers when it deems them to be in the best interest of the individual, the school, or the District. Whenever the principal determines that a teacher should be transferred from the building, a request for approval should be made to the appropriate regional superintendent or a designee. If the request is approved, the principal will meet with the teacher involved to notify the teacher of the transfer.

Personnel identified for the excess pool will be selected in accordance with the following criteria: program change, certification, relative performance, seniority, and professional background.

Factors that will be considered when a principal initiates an involuntary transfer are as follows. (Criteria are not listed in order):

- Qualifications for current or projected assignment.

- Employees who do not have an evaluation on file with the district will not be considered for excess placement.
• **Spring budget:** Employees on the approved appraisal system who have an evaluation rating below Proficient or Meets Expectation on file with the District.
  
  • "Unsatisfactory" evaluation rating.
  
  • "Progressing I" evaluation rating.
  
  • "Progressing II" evaluation rating.

• **Relative performance:** A comparison of the employee peers based on the employee’s most recent evaluation on file with the District.

• **Seniority:** Consecutive length of service in the District. An authorized leave will not be considered a break in service.

• **Professional background:** Professional education and work experience related to the current or projected assignment will be considered in the following order:
  
  a. Additional state or national certification.
  
  b. Advanced degree in the content area.
  
  c. Years of service in the profession as verified in the service record.

The immediate supervisor will maintain documentation reflecting staffing decisions and will submit a copy of the documentation to HCM.

d. Transfers will not be made for disciplinary reasons or because of unsatisfactory performance.

e. When possible, a teacher transferred under this section will be reassigned within three weeks after receiving notice of the transfer or at the beginning of the next grading period. The transfer will not be placed on hold pending dispute resolutions.

A teacher who is dissatisfied with the decision of the principal may appeal under the established dispute resolution procedure, starting at Level II. [See Reference (a) DGBA(LOCAL)].

A teacher being involuntarily transferred or reassigned will be placed at the appropriate salary for the position and within the scope of his or her teaching credentials.
This regulation has been through consultation (Administrative: December 6, 2005; Instructional: January 5, 2006; Noninstructional: January 10, 2006).

The executive general manager, chief human resources officer, is responsible for maintenance of this regulation.

This regulation is effective as of the adoption date, September 13, 2023.

REFERENCES:
(a) Board Policy DGBA(LOCAL)
(b) Form – Transfer Request Form