

# Eugene School District 4J

Code: **GDI**  
Adopted: 7/2/73  
Revised: 8/15/77  
Orig. Code(s): 4330

## **Transfers and Promotions**

### **Transfers**

An employee may request a transfer by filing a written notice with the personnel office. Consideration shall be given to the general welfare of the district and the employee before a transfer is granted. All transfers will be subject to the final approval of the superintendent. An employee may be transferred within his or her classification as is necessary, so long as the transfer does not result in a lower salary.

### **Promotions**

Classified employees who are interested in being considered for promotion may file an application with the director of personnel. By so doing, they will be considered for vacancies as they occur.

END OF POLICY

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Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)