

Assignments and Transfers

A staff member who wishes to transfer from his/her present assignment must indicate this desire on forms provided by the district office. Request for transfer initiated by an employee shall be made in writing and must be signed by the employee and the building principal or immediate supervisor. When complete, these requests shall be forwarded to the district office. The district office will acknowledge receipt of a transfer form within ten days. Until such time as a request for transfer is denied or approved, such requests must be renewed each school year.

The following procedures will govern staff assignments and transfers:

1. The major consideration in the transfer of personnel shall be the potential contribution to the program of the district;
2. Assignments of personnel in the district shall be made by the superintendent on the basis of the following criteria, listed in priority:
 - a. Administrative transfer;
 - b. Instructional program in the case of teachers;
 - c. Support program in the case of other employees;
 - d. Desire of the person making the request;
 - e. Preference will be given to permanent employees.
3. Declared vacancies for the subsequent school year will be posted during the school year on the district office bulletin board and by other appropriate means. During the summer, the district office will maintain a listing of vacancies;
4. Any teacher who shall be transferred to a licensed administrative position and shall later return to a teacher status shall be entitled to retain such rights as he/she may have had under Oregon Revised Statutes prior to transfer to such licensed administrative status and to full salary credit for total experience in the system;
5. Voluntary transfer:
 - a. A staff member who wishes to transfer from his/her present assignment must submit his/her request for transfer no later than March 31 for the next school year. However, transfers will be accepted after this date for specific positions which become available after March 31;
 - b. No voluntary transfer shall be effected until a conference has taken place between the staff member and the immediate receiving supervisor.

6. Administrative transfer:

a. Criteria for administrative transfer shall be:

- (1) School closure;
- (2) Reduction in staff;
- (3) Program change;
- (4) Problems involving interpersonal relationships.

b. Administrative transfers shall be made only after:

- (1) Staff member and both sending and receiving supervisor involved have discussed the change;
- (2) Staff member who is thus to be transferred has been notified in writing.

STAFF ASSIGNMENT AND TRANSFER REQUEST FORM

Name _____

Present position _____

POSITION REQUESTED _____

Reason for request _____

Acceptance of this request in no way binds or pre-determines the district until final decision is made.

Signed _____

Employee

Date

Building Principal

Date

RECEIVED IN DISTRICT OFFICE:

Date:

By: