

## **Support Staff Assignments and Transfers**

In accordance with district policy, a classified employee may request a transfer to a vacant position for which he or she is qualified in accordance with the following provisions:

1. The employee must submit a request in writing for each position for which he or she wishes to apply. The request must then be submitted to the appropriate supervisor. The supervisor may comment on the request and forward it to other appropriate supervisors for additional comments. The request will then be forwarded to the superintendent for action.
2. The superintendent shall review all transfer requests with the appropriate supervisor related to a specific vacant position.
3. All requests for transfers will be considered. However, submission of a request does not guarantee an interview or approval of the request.
4. The superintendent shall act on all transfer requests.
5. Employees requesting transfers may withdraw their requests at any time.
6. Classified employees may not initiate requests for transfer before completing their first six months of employment.

Approved: March 1995

Revised by the Board: December, 2005