

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Each employee will be assigned to a specific position at the direction of the Superintendent and may be transferred to any other position as the Superintendent may direct.

In the determination of requests for transfer or reassignment, the convenience and wishes of the individual employee will be honored to the extent that they do not conflict with the best interests of the school system. If more than one employee has applied for the same position, the employee best qualified for the position will be appointed.

Transfers may be at the initiative of the Superintendent for any purpose which, in the judgment of the Superintendent, is for the welfare of the employee or the schools. An administrative transfer or reassignment will be made only after a conference between the employee involved and the Superintendent/designee, at which time the employee will be notified of the reason for the transfer.

First Reading: June 2, 1999

Second Reading and Adoption: August 4, 1999