

## Policy - 5200

### Personnel

#### Selection, Transfers and Reassignments: Voluntary and Involuntary

Staff shall be subject to assignment, reassignment and / or transfer of position and duties by the superintendent, according to law and the policies and procedures of the district. No staff member shall be placed in any position where direct administrative or supervisory authority is exercised by his / her spouse or by any other relative residing in the same household. The superintendent shall also direct assignment, reassignment, transfer and additional assignments of classified staff including voluntary transfers and promotions. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

#### Voluntary Transfers or Reassignments

Vacancies shall be advertised internally for a period of 5 (five) working days, when the vacancy is posted prior to the last instructional day of the school year. After the last instructional day of the school year, internal applicants may be considered for vacancies that are posted externally. Interested certificated staff on continuing contract may express interest in writing to the superintendent, prior to the close of posting. The superintendent will work with the hiring administrator to consider all requests. Factors considered in transfers or reassignments shall include, but are not limited to:

1. The staff member's background and preparation for the position;
2. The instructional requirements and best interests of the District;
3. The availability of other equally or better qualified applicants from within or outside the District;
4. The desires and welfare of the applicant.

Staff members have no rights to any position(s) other than those held. The District is committed to the employment of the best-qualified employees in all positions. Eligible veterans will receive preferences as outlined in Idaho Code Section 65-503.

#### Involuntary Transfers or Reassignments

When it is necessary to involuntarily transfer or reassign an employee, notice shall be given the staff member as soon as practical.

When an involuntary transfer becomes necessary, factors considered shall include, but are not limited to:

1. The staff member's background and preparation for the position;
2. The instructional requirements and best interests of the District;

3. The availability of other equally or better qualified applicants from within or outside the District;
4. The desires and welfare of the applicant.

Opportunity shall be given for the staff member to discuss the proposed involuntary transfer or re- assignment with the immediate supervisor and the superintendent. When the staff member believes that the transfer or reassignment would be unjustified or unfair, he/she may appeal to the superintendent and to the trustees through established procedures.

A staff member being transferred or reassigned may request assignment to any vacancy that has been announced.

Policy History:

Adopted: March 2019