

HUMAN RESOURCES

Employment Actions and Records

Transfer of Support Personnel

This regulation supersedes Regulation 4245.3

I. PURPOSE

To establish procedures for the transfer of noncertified US-scale and food service-scale support employees.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been reviewed, and there are no changes at this time.

III. VOLUNTARY TRANSFERS

A voluntary transfer is the change of an employee from one work location to another based on mutual agreement between the employee and the receiving program manager.

- A. Employees must submit the Request for Transfer form (HR 363) to the Department of Human Resources to ensure transfer consideration. An employee may be transferred at any time subsequent to filing a request with the Department of Human Resources. Written notice shall be sent to the employee after the transfer is approved.
- B. An employee may be transferred from one department or school to another department or school in the same active class or in a different active class of the same grade at his or her request subject to the following conditions:
 1. The assistant superintendent, Department of Human Resources, or his or her designee, certifies that the employee is qualified to perform the duties of the position.
 2. The program manager of the receiving department or school agrees to the transfer of the employee.
- C. The program manager of the releasing department or school sets a date for the transfer, which shall not exceed ten working days after the date when the employee was selected and approved for transfer.

IV. INVOLUNTARY ADMINISTRATIVE TRANSFERS

An involuntary administrative transfer is the change of an employee from one work location to another based on a determination and recommendation by the releasing program manager that the personnel change is in the best interest of the school system.

A. Within Department or School Involuntary Transfers

1. A program manager may, with the approval of his or her assistant superintendent or cluster assistant superintendent, at any time, transfer an employee within his or her department or school from one assignment to another in the same active class and grade.
2. Before an employee can be transferred between positions of the same grade but in different active classes, the employee must be certified as qualified for the new active class by the Department of Human Resources.

B. Between Department or School Involuntary Transfers

A program manager may recommend, through his or her assistant superintendent or cluster assistant superintendent, to Department of Human Resources, that an employee be administratively transferred. A copy of the recommendation shall be provided to the employee. Upon receipt of such notice, an employee may express his or her preference regarding placement, in writing, to the Department of Human Resources.

When an involuntary transfer is initiated, the assistant superintendent, Department of Human Resources, or his or her designee, shall, upon written request, grant the affected support employee a conference and provide a written statement of the reason(s) for the transfer.

V. AUTHORITY

Transfers shall be made by the assistant superintendent, Department of Human Resources, or his or her designee, in consultation with the concerned employee, program managers, and assistant superintendents or cluster assistant superintendents. Authority to place an employee who is involuntarily transferred shall rest with the assistant superintendent, Department of Human Resources. Transfers shall be handled confidentially and in the best interest of the school system.