

DADA Transfers

Morgan School District

Administrative Policy—

It is the policy of the Administration to assign personnel to the positions that best meet the needs of the District. Transfers shall be used to maintain a proper balance of experience and specialized competence among the schools of the District. This policy supersedes all other district current district policies relating to transfers.

Voluntary Transfers—

By April 1 of each school year (March 1 in the event of a new school opening), the District will advertise known job vacancies, together with required endorsements and skill requirements of the particular position, for the upcoming school year to all current employees. The District will also make reasonable efforts to advertise to all current employees any vacancy which occurs after the April 1 (March 1 in the event of a new school opening) deadline. Transfer requests will be made according to the following guidelines:

1. A request for transfer may be originated in the form of an email by the employee, sent to the employee's current Principal, and forwarded by the principal to the Superintendent. A letter or resume which gives evidence of appropriate endorsements and requested skill requirements must be attached to the email.
2. The email must be sent to the employee's principal no later than five (5) school days following the posting.
3. Using a common set of criteria such as personnel files, requested qualifications, experience, etc., Principals will review all requests for transfer and select the candidates. An interview may or may not be required. Successful candidates will be notified in writing.
4. When the position has been filled, all candidates making application will be notified by the new principal. The district and new school principal are under no obligation to provide rational or reasons for acceptance or denial. Whenever possible, notification shall be made when the position has been filled.

Involuntary Transfers—

A Principal or immediate supervisor may request the transfer of an employee when, in his or her judgment, it will benefit the employee, the school, or the District. Involuntary transfer requests stating specific reasons for the transfer shall be made to the Superintendent through email. A copy of the request shall be forwarded to the employee. The Superintendent shall review the request and approve or deny it. The Superintendent is not obligated to provide reasons or rational for approval or denial.

In situations where an involuntary transfer becomes necessary due to the opening of a new building, a reduction in staff, or for staff imbalance, a call for volunteers shall be made and if there are no volunteers, selection shall be made in the best interests of the district.

In the case of an involuntary transfer due to the opening of a new building, reduction in staff, or for staff balance, the principal shall adhere to the following guidelines:

- Communication in person or via email with the principal of the employee being considered for the involuntary transfer.
- The number of years an employee has been employed by the district shall not be a consideration.
- Employees being considered for an involuntary transfer shall be notified, via email.
- Employees identified for involuntary transfer may list their preference for available positions. Positions will be filled by the principal with consideration given to the employees' priority listing.
- Program need shall be based on the primary assignment description.
- Whenever possible, an employee being transferred to a different assignment shall be notified of the transfer prior to the end of the school year.
- The transferring employee shall be notified of the change in assignment in a conference with his or her principal.

Restrictions on Transfer of Employees—

An employee whose performance is unsatisfactory may not be transferred to another school unless the Board specifically approves the transfer of the employee.

If an employee who is under an order of probation or remediation in one assignment in a school district is transferred or given a new assignment in the District, the order shall stand until its provisions are satisfied. An employee who is under an order of probation or remediation may not be transferred to another school unless the Superintendent specifically approves the transfer of the employee.