

Administrative Directive Title: Assignment and Transfer Procedures	AD Number: 5.115.1	Adopted: January 2007 Former Descriptor: PER16
Policy References: Board Policy 5.115 – Assignment/Transfer	Revised: 2/13; 7/14; 9/18; 7/19; 9/22; 8/23; 11/24	

1 Pursuant to Board Policy 5.115, the Director of Schools has the discretion to transfer employees as
 2 necessary for the efficient operation of the school district in compliance with Board policies and State
 3 and federal laws.

4 An employee may request a lateral transfer by submitting an internal application for employment
 5 positions through the district’s online application system. School principals and supervisors will consider
 6 internal applications in conjunction with external applications during the interview process for posted
 7 positions. For the purpose of this procedure, a lateral transfer is defined as the movement of an employee
 8 from one position to another within the same classification, pay grade, or job category. A lateral transfer
 9 does not involve a promotion or demotion but provides an opportunity for employees to change roles,
 10 schools, departments, or work locations while maintaining their current salary and benefits. The transfer
 11 is typically to a position with similar responsibilities and qualifications, though the specific duties may
 12 vary based on the needs of the new role. All employees transferred shall receive written notification of
 13 the transfer prior to the transfer.

14 Supervisors may not transfer employees into positions which will immediately increase their pay without
 15 the approval from the Director of Schools. Supervisors must post positions and interview candidates,
 16 including current employees, pursuant to the requirements of Board policies and procedures.

17 After June 1st, internal transfers must receive approval from the Director of Schools. The Director of
 18 Schools must approve all transfers. If the Director of Schools approves a recommendation for the transfer
 19 and the employee accepts the position, the employee is expected to fulfill that commitment. However, if
 20 the employee chooses not to proceed with the transfer after acceptance, they may submit a resignation
 21 in accordance with school district policies and procedures.