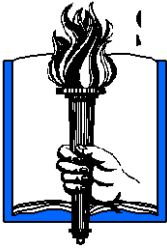


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Effective Date:</b>
<b>Transfer of Licensed and Classified Personnel</b>	<b>AD PER16</b>	<b>1/07</b>
<b>Revised:</b>		
<b>2/13; 7/14; 9/18; 7/19; 9/22; 8/23</b>		

- 1 Pursuant to Board Policy 5.115 the Director of Schools shall transfer employees as necessary for
- 2 efficient operation of the schools in accordance with board policy and state law.
- 3
- 4 Voluntary Transfers: Employees may only volunteer to transfer to lateral positions.
- 5
- 6 In order to request a lateral transfer, an employee must apply and submit an internal application for
- 7 positions through MCS’s online application system.
- 8
- 9 School principals and supervisors will consider internal applications in conjunction with external
- 10 applications during the interview process.
- 11
- 12 After June 1<sup>st</sup>, internal transfers must receive approval from the Director of Human Resources and
- 13 the Director of Schools.
- 14
- 15 Supervisors may not transfer employees into positions which will immediately increase their pay
- 16 without the approval from the Director of Schools
- 17
- 18 The Director of Schools must approve all transfers.
- 19
- 20 All employees transferred shall receive written notification of the transfer prior to the transfer.
- 21
- 22 If the Director of Schools approves a recommendation for the transfer, and the employee has
- 23 accepted the position, the employee is obligated to fulfill that commitment.
- 24
- 25 Board Related Policy 5.115