

Management, Supervisory and Confidential Personnel

TRANSFER/REASSIGNMENT

Voluntary Transfer

A transfer is a change in location to a position at the same job level.

1. The desire of an employee for the opportunity to serve in a particular assignment or location in the district will be given careful consideration.
2. A request for transfer should be made to the Assistant Superintendent, Personnel and Pupil Personnel Services, in writing, prior to March 1, except in extenuating circumstances.
3. All requests for transfer shall be discussed by the applicant and his/her supervisor. Requests may be honored subject to the following conditions:
 - a. The educational welfare of the students.
 - b. the qualifications of the staff member compared to those of other candidates applying for said position.
 - c. Length and quality of the service rendered to the district by the employee.
4. Requests may be withdrawn prior to official confirmation that the transfer has been effected.
5. The Superintendent will make the final recommendation regarding the assignment of management personnel.

Involuntary Transfer

Transfer of management personnel may be initiated by their supervisor for any of but not limited to the following reasons:

1. A new school or position that opens.
2. The special strength or talent of an individual which is needed at a new assignment.
3. An opportunity to evaluate an employee in a different school or location.

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TRANSFER/REASSIGNMENT (continued)

4. Professional growth of the employee.
5. The length of time an employee has spent in an assignment.
6. In the opinion of the supervisor, it serves the best interest of the district.

An employee transferred under the provisions of the involuntary section of this policy may request and shall receive a written statement containing the basis for transfer and may request and shall be granted a meeting with the Superintendent or his/her designee to discuss the proposed transfer.

Reassignment

Reassignment is a change to a position with a different job description.

1. A management employee may be recommended for a position construed as a promotion after participating in the selection procedure as outlined by the district's Affirmative Action Policy and Procedures.
2. In the event of the reduction in the numbers of management employees within the district,
 - a. Qualifications and competency of the persons involved as reflected in the evaluations which are a part of the individual's personnel file will be a major criteria in determining reassignment,
 - b. Length of service in a management position will be considered,
 - c. Final recommendation regarding the individuals to be retained in existing positions will be made to the Board by the Superintendent,
 - d. It is the intent of the Superintendent and Board that management employees be evaluated objectively and accurately. An employee who has been reassigned as a result of reduction in the number of positions will be given first consideration when position openings occur.

Management personnel shall receive notification of a pending transfer or new assignment as early as possible.

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TRANSFER/REASSIGNMENT (continued)

Transfer Procedures for Supervisory and Confidential Employees

The desire of a supervisory and/or confidential employee for the opportunity to serve in a particular assignment or location in the district will be given careful consideration. A Request for Transfer form (CVCSD/A130(27) Rev. 4/74) should be submitted to the Personnel Office.

The following procedure shall apply in the transfer and assignment of supervisory and/or confidential staff members:

1. Known vacancies shall be posted in all appropriate locations.
2. The district shall continue to list as part of the posting the characteristics and skills needed by the candidate that will best meet the needs of the district.

Assignments will be based upon what is considered to be the best interests of the district and will include a review of qualifications, competencies and seniority which are part of the employee's personnel file.