

**ASSIGNMENTS, REASSIGNMENTS, TRANSFERS**

All staff shall be subject to assignment, reassignment and/or transfer of position and duties by the Superintendent. Certified staff shall be assigned at the levels and in the subjects for which their certificates are endorsed. The Superintendent shall provide for a system of assignment, reassignment and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

**CLASSIFIED STAFF**

The right of assignment, reassignment and transfer shall remain that of the District. Written notice of reassignment or involuntary transfer shall be given to the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent.

**CERTIFIED STAFF**

All certified staff members shall be given notice of their teaching assignments related to grade level, building and subject area before the beginning of the school year, recognizing that such placement could change subsequent to the initial notice including during the course of the school year.

Any person desiring to initiate their transfer from their current position to a new position must complete a transfer request form available from the District Office. These forms will be filed in a transfer request file and will remain in force only for the current school year, July through June.

If the transfer request was not approved for the vacancy, the employee will receive notification.

Assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the District.

**Policy Cross Reference:**

**Legal Reference:**

Idaho Code §33-506	Organization and Government of Board of Trustees
Idaho Code §33-515	Issuances of Renewable Contracts

**Policy History:**

Adopted:	05/12/1975
Amended:	09/09/1986
Reviewed:	02/13/2006
Amended:	03/13/2006
Reviewed:	08/11/2011
Amended:	08/11/2011
Reviewed:	07/08/2013
Amended	07/08/2013

**REQUEST FOR TRANSFER, REVISED OR ADDITIONAL ASSIGNMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_

School: \_\_\_\_\_

Present Assignment: \_\_\_\_\_

Assignment Requested: \_\_\_\_\_

Affect change would have on current assignment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments relating to your desire for this change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employees seeking changes are advised to create an application file and include current transcripts and references from their personnel files and add any materials which they feel may enhance their request, in addition to any comments written above.

If an employee wishes to be considered for vacancies which occur in the summer, the District Office must be notified of a contact phone number and/or address.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by District Office: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_