

SUPPORT STAFF REASSIGNMENTS AND TRANSFERS

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent education program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students.

Definitions

Reassignment - District-initiated movement of an employee from one position or building to another.

Transfer - Movement of an employee from one position or building to another at the request of the employee.

Reassignments

The Board directs the superintendent to annually assess the staffing needs of the district and reassign staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The superintendent may reassign support staff members at any time, including during the school year. Board approval is required when a reassignment results in a change to the employee's compensation, benefits or contract.

Transfers

Support staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. The district will grant employee transfer requests only when they are in the best interest of the district. Board approval is required when a transfer results in a change to the employee's compensation, benefits or contract.

Transfer requests for the following school year must be submitted on or before March 1. Transfers during the school year are discouraged and will be considered only in extraordinary circumstances. Support staff requesting a transfer during the school year must submit the appropriate form and discuss the request with both the employee's immediate supervisor and the superintendent or designee.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

FILE: GDI
Basic

Adopted: 6-28-12

Revised: 2-20-20

Cross Refs: FC, School Closings, Consolidations and Reorganizations

Dent-Phelps R-III School District, Salem, Missouri