

TRANSFERS

Employee Initiated Transfer Request

A management employee desiring to transfer to another site must submit a request in writing to the Superintendent stating the assignment sought and the reason for the requested change.

The transfer may be submitted even though a vacancy does not exist in the assignment desired.

When a vacancy occurs, all persons who have a transfer request on file will be considered.

When an appointment is finally made to a vacancy, all persons who had transfer requests on file will be notified.

Employer Initiated Transfer

The Superintendent will confer with the management personnel who are being involuntarily transferred prior to the announcement of such transfer.

During the conference, the Superintendent will explain the rationale for making the transfer.