

VOLUNTARY TRANSFERS

The person requesting a transfer shall complete a Transfer Request Form and transmit the form to the Human Resources Office. The request will be valid for one (1) year from the date received. Forms will be in quadruplicate and will be datestamped when received in the Human Resources Office. Distribution will be as follows:

- a. One (1) copy to the school or schools where the person wishes to be transferred;
 - b. One (1) copy to the current work site;
 - c. One (1) copy to the person requesting transfer; and,
 - d. One (1) copy to the Human Resources Office.
2. Unit members who complete the appropriate application form shall be notified by U.S. mail or telephone of certificated vacancies during the summer months.
 3. When a vacancy occurs in a school requested for transfer, the principal or supervisor shall notify each person requesting a transfer to that school of the time and place for interview.
 4. The principal or supervisor shall interview all persons requesting transfer to that school. The principal shall then make a selection for transfer or deny any or all requests.
 5. When a transfer request is denied by the principal or supervisor, those persons receiving a denial shall be notified in writing of the specific reasons for denial within ten (10) working days.
 6. Once an official notification has been given by the District to transfer a unit member, the transfer shall be implemented in a timely manner.
 7. Unit members shall not be eligible for transfer if they have had an unsatisfactory rating on the last official evaluation.