

## TRANSFERS

### Voluntary Transfer

Vacancies shall be posted in each school building. The district shall provide an opportunity for a staff member to apply for a transfer to another position. The superintendent shall be responsible for such decisions. Factors considered in transfers shall include, but are not limited to:

1. The staff member's background and preparation for the position;
2. The instructional requirements and best interests of the district;
3. The availability of other equally or better qualified applicants from within or outside the district;
4. The desires and welfare of the applicant; and,
5. The staff member's length of service in the district and in the position presently held.

Negotiated collective bargaining agreements may supersede provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

### Involuntary Transfers or Reassignments

Notice of an involuntary transfer or reassignment shall be given the certificated staff member as soon as practical. Except in an emergency, such notice shall be given by the last regularly scheduled day of school.

When an involuntary transfer becomes necessary, decisions shall be based upon the staff member's area of experience, training, length of service with the district, and any relevant state and federal statutes and regulations.

Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the superintendent. When the staff member believes that the transfer or reassignment would be unjustified or unfair, he/she may appeal in compliance with established procedures.

A staff member being transferred or reassigned may request assignment to a vacancy that has been announced and shall be given preference over other, equally qualified applicants.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.150.230	Basic Education Act of 1977 — District school directors as accountable for proper operation of district — Scope — Responsibilities — Publication of guide
	RCW 28A.405.230	Conditions and contracts of employment — Transfer of administrator to subordinate certificated position — Procedure
	42.23.030	Interest in contracts prohibited — Excepted cases
	42.23.040	Remote interests
	WAC 180-16-220	Supplemental Program Requirements

**Adoption Date: May 27, 2003**  
**Clarkston School District**