

Assignments, Re-Assignments, and Transfers

The right to assign and re-assign both certificated and classified staff members is vested in the board and the superintendent in order to best manage the human resources of the district. The superintendent will have the freedom to organize, re-organize, and arrange the staffing of the district, including instruction and business affairs, which in the superintendent's judgment best serves the district and students of the district.

The board will determine open teaching positions based on the best available enrollment projections and known resignations or retirements of teaching staff, and any re-assignments proposed by the superintendent. The responsibility for selection, placement, and transfer of teachers and classified personnel shall be vested in the superintendent subject to approval by the board.

A. Voluntary Transfers

Vacancies will be posted or announced to staff in each school building after being determined by the superintendent and board. The district shall provide an opportunity for any qualified staff member to apply to a transfer to a posted vacancy. The superintendent shall be responsible for such decisions.

Factors considered in voluntary 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.

B. Involuntary Transfers or Re-Assignments

Notice of an involuntary transfer or re-assignment shall be given to a certificated staff member as soon as practical. Except in an emergency, such notice shall normally 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 re-assignment with the superintendent. When the staff member believes that the transfer or re-assignment would be unjustified or unfair, he/she may appeal in compliance with established procedures.

Green Mountain School District No. 103

Effective Date: May 1, 2019

Board Policy 5211

Section: Personnel

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

Cross References:

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

RCW 28A.405.230 Conditions and contracts of employment – Transfer of administrator to subordinate certificated position

RCW 42.23.020 Interest in contracts prohibited

RCW 42.23.040 Remote interests

WAC 180-16-220 Supplemental Program Requirements

Management Resources:

Classification: Optional

Adopted by the Board of Directors: 11/19/2009

Revised by the Board of Directors: 04/30/2019