

# AR GCK-R Professional Staff Assignments and Transfers

Issued 6/17

The superintendent or his/her designee may make personnel assignments within the district on a voluntary or involuntary basis. The district will use the following procedures in making transfers:

## Reassignment

If, in the opinion of the superintendent, a reassignment would be in the best interest for the district, the superintendent or his/her designee will advise the employee of the reassignment and confirm the reassignment in writing to the employee. Refusal to comply with the reassignment may be grounds for dismissal.

## Request for Transfer

- Voluntary transfers are for a posted position and will be valid until the position is filled.
- The person seeking a transfer should notify his/her immediate supervisor and the ~~chief personnel officer~~ **Assistant Superintendent of Human Resources for Certified Staff** using the district's Transfer Request Application (GCK-E).
- Individuals seeking voluntary transfers will have their request considered by the school/department having a vacancy, as appropriate.
- Individuals will not be interviewed who do not meet established criteria for the position. The principal/supervisor will recommend the individual who best meets the needs of the students and the instructional program.
- The superintendent or his/her designee has the final authority to approve or disapprove transfer requests.
- ~~Each July~~ **By May 1<sup>st</sup>**, the deadline for the voluntary transfer process will be determined and communicated to staff so that voluntary transfers do not have a negative impact on the district's program due to the timing of the transfer.
- **The deadline for the voluntary transfer process must conclude by or before May 30th. Transfers after May 30th must be approved by the Assistant Superintendent of Human Resources for Certified Staff.**

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**York 3/Rock Hill School District**

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