

Personnel

Board Policy No. 4114

Policy Adopted: May 22, 2000

Policy Reviewed: May 30, 2024

TRANSFERS

The Governing Board desires that certificated staff be assigned in a manner that equitably distributes highly qualified and experienced teachers, meets the needs of district students, and satisfies staffing requirements at each school. The Superintendent or designee is authorized to assign certificated staff in accordance with district policy and/or the collective bargaining agreement as applicable.

Subject to the approval of the Board, the Superintendent or designee may transfer a teacher from one district school to another when he/she determines the transfer is in the best interest of the district. (Education Code 35035)

Voluntary Transfers

The Superintendent or designee may establish processes and deadlines for the submission of transfer requests to facilitate staff assignments with minimal disruption to the educational program.

Upon receipt of a written transfer request by a teacher, the Superintendent or designee may consider the input of the principals at the current school and the requested school, alignment of the teacher's qualifications with needs of students and the school(s), the academic performance of the requested school, and opportunities for the professional growth of the teacher.

After April 15 prior to the school year that a transfer would become effective, no teacher who requests to be transferred to another school shall have priority over other qualified teachers who have applied for positions requiring certification qualifications at that school. (Education Code 35036)

Involuntary Transfers

Involuntary transfers may become necessary when programs are reduced or cancelled, when schools are closed, or when otherwise required in order to accommodate the school's staffing needs.

If a teacher objects to a transfer, he/she may request a meeting with the Superintendent or designee and the principal. If dissatisfied with the results of this meeting, the teacher may appeal to the Board. The Board's decision shall be final.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Code

Ed. Code 35035, Powers and duties of the superintendent; transfer authority

Ed. Code 35036, Voluntary transfers

Ed. Code 35186, Complaints regarding teacher vacancy or misassignment

Ed. Code 37616, Consultation regarding year-round schedule

Gov. Code 3543.2, Scope of representation

Management Resources

Website, CSBA District and County Office of Education Legal Services

Cross References

0415, Equity

4030, Nondiscrimination In Employment

4030, Nondiscrimination In Employment

4112.2, Certification

4112.2, Certification

4112.22, Staff Teaching English Learners

4112.23, Special Education Staff

4112.4, Health Examinations

4113, Assignment

4113, Assignment

4117.3, Personnel Reduction

4118, Dismissal/Suspension/Disciplinary Action

4118, Dismissal/Suspension/Disciplinary Action

4141, Collective Bargaining Agreement

4212.4, Health Examinations

4241, Collective Bargaining Agreement

4312.4, Health Examinations