

Support Staff Transfers

This procedure is to be followed when classified employees wish a transfer or a new assignment.

1. Discuss the possible transfer with his immediate supervisor indicating what transfer or new assignment is desired.
2. If the request involves transfer from one building to another, or involves a change of immediate supervision or involves a change in job description, then the immediate supervisor will place the request in the hands of the district supervisor for the areas of work concerned.
3. The district supervisor will discuss the possible transfer with the employee's supervisor and with his new supervisor if the transfer is approved.

The following criteria will serve as guidelines for the district supervisor.

- a. Contribution that the applicant could make in the new assignment.
 - b. Qualification of the applicant compared to those of outside candidates both for position to be vacated and position to be filled.
 - c. Recommendation and approval of the immediate supervisors involved.
 - d. Wishes of staff member regarding assignment or transfer.
4. The district supervisor will make the final decision, subject to the approval of the superintendent and see that the employee is notified.

Delta County School District 50J

Approved Date: November 16, 2017