

Support Staff Assignments and Transfers

The assignment of support staff members and their transfer to positions in the various schools and departments of the district shall be recommended by the superintendent.

The following criteria shall serve as guidelines to consider transfer into a vacant position:

1. Contribution which the staff member could make to students in a new position.
2. Qualifications of staff member compared to those of outside candidates, both for position to be vacated and for position to be filled.
3. Recommendation and/or approval of the supervisor involved. Principals may be notified of changes.
4. Opportunity for the staff member's professional growth.
5. Wishes of staff member regarding assignment or transfer.

Request for transfer

1. An applicant for transfer must submit an official transfer request form to human resources. Interest in a transfer may be submitted prior to postings.
2. All qualified staff members who apply for a transfer will be granted an interview.
3. After the final decision has been made, the recommending building administrator will contact each applicant within a reasonable period of time.
4. Nothing in this policy shall be construed to limit or impair the right of the district to exercise its own discretion in determining who to employ.

Involuntary transfer

1. Reassignments from one building to another, or within a building, may be made by the district.

The assignment of an employee to a specific building will not imply permanent assignment to that building.

Adopted: August 2000

Revised: June 2003

Revised: September 2020

LEGAL REF.: C.R.S. 22-32-126 (3) (*principal's recommendations*)