

BOARD AGENDA ITEM

November 17, 2020

SUBJECT:

Changes to Administrative Rule GCK-R Professional Staff Assignments and Transfers

BACKGROUND INFORMATION:

Administrative Rule GCK-R establishes the basic structure for the transfer and assignment of professional staff in the district. This administrative rule seeks to maintain a balance between the staffing needs of the district and its students and the employee's preferences and personal career goals.

ADMINISTRATIVE CONSIDERATION:

The proposed changes to Administrative Rule GCK-R Professional Staff Assignments and Transfers reflect updated procedures and guidelines for the voluntary transfer of certified or professional staff and removes the inclusion of administration and leadership transfers which are addressed in Policy CFC.

RECOMMENDATION:

Approve changes to Administrative Rule GCK-R Professional Staff Assignments and Transfers

ATTACHMENTS:

Administrative Rule GCK-R Professional Staff Assignments and Transfers

PREPARED BY:

Jennifer Hart

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK-R** Issued **11/17/20**

The superintendent may make personnel transfers within the district on a voluntary or involuntary basis. ~~Transfers involving administrative and leadership positions must have the approval of the board.~~ The district will use the following procedures in making transfers.

Voluntary Transfer

~~The person who wants~~ Certified staff seeking a transfer for the next academic year must submit an application for transfer to the personnel office ~~each posted position of interest~~ during the advertised period ~~or and during a the~~ period of time designated for transfer requests. ~~A copy of the completed application for transfer will be forwarded to the current principal/supervisor and Applications for transfer will be reviewed, and all qualified application will be forwarded to the principal/supervisor for the school or department to which the transfer is requested. Applicants for transfer will be considered prior to other applicants. Employees must be in good standing to be eligible transfer. All employees must interview for transfer opportunities. Applicants will be notified of transfer offers by Human Resources. If a transfer is offered and accepted.~~

- ~~Approval of a transfer may be withheld until a suitable replacement has been found for the person seeking the transfer.~~
- ~~After a transfer is approved,~~ an acknowledgment will be sent to the employee and the appropriate administrators/supervisors.

Involuntary Transfer Reassignment

If, in the opinion of the superintendent, an ~~involuntary transfer~~ reassignment would be in the best interest of the district, the district will use the following procedure:

- The superintendent or his/her designee will discuss the need for the ~~transfer reassignment~~ with the principal (if in a school) or with the immediate supervisor (if on the district level).
- The superintendent or his/her designee will have a conference with the principal of the school to which ~~transfer reassignment~~ is being contemplated.
- The superintendent or his/her designee will then talk with the person to be ~~transferred~~ reassigned giving reasons why the ~~transfer reassignment~~ is being made. Refusal to comply with the transfer may result in loss of employment for the following year.

Issued 7/26/76; Revised 3/8/83, 2/9/88, 1/9/96, 11/27/01, 1/24/17, 11/17/20

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