

Assignment, Reassignment and Transfers

The Superintendent shall have the discretion to assign, reassign, or transfer any employee as is deemed by the Superintendent to be in the best interest of the ESD.

Initial Assignment

Initial assignments of employees shall be included in the letter of employment.

Reassignment and Transfer

"Reassignment" means a change of an employee's status from one position to another position with different performance requirements.

"Transfer" means a change in an employee's geographic work location or reporting relationship.

The Superintendent will give employees written notice, as soon as practicable, that they are being transferred or reassigned. Such notice shall include the reasons for the proposed transfer or reassignment.

Employees shall not be reassigned to a position for which their experience and/or preparation do not qualify them.

In the event an employee objects to the transfer or reassignment, he/she may request a meeting with the Superintendent.

If an employee believes that a proposed transfer or reassignment is for reasons other than those that are in the best interest of the ESD, he/she may request the Superintendent review the transfer or reassignment, or bring the matter to the attention of the Board of Directors.

Any employee may request a transfer or reassignment by submitting the request in writing to his/her immediate supervisor with copies to the Superintendent and the Human Resources Department.

Requests for transfer or reassignment will be considered on an individual basis by the employee's supervisor, program manager and department head.

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