

Assignment, Reassignment, and Transfer

1. Voluntary Transfer

The assignment of staff members and their transfer within schools and departments of the district shall be made by the superintendent or designee. Classroom teachers, principals, assistant principals, and educational staff associates are required to possess endorsements as defined by the rules and regulations of the Office of the Superintendent of Public Instruction (OSPI). When it is necessary to assign a teacher to an out-of-endorsement grade level, such assignment will be made in compliance with state law.

No staff member shall be placed in any position where direct administrative or supervisory authority is exercised by his/her spouse, immediate family, or by any other relative.

Procedures relating to assignment and transfer are included in the various negotiated agreements. This includes the following:

- 1.1 the staff member's background and preparation for the position;
- 1.2 the instructional requirements qualifications of staff member to meet them;
- 1.3 the availability of other equally or better qualified applicants from within or outside the district;
- 1.4 the desires and welfare of the applicant;
- 1.5 the staff member's length of service in the district and in the position presently held; and
- 1.6 the best interests of students and the district.

Negotiated, collective bargaining agreements may supersede provisions of this operational procedure when they prescribe conditions enumerated in or affected by this operational procedure.

2. Involuntary Transfers or Reassignments

Notice of an involuntary transfer or reassignment shall be given the certificated staff member as soon as practical.

When an involuntary transfer becomes necessary, decisions shall be based upon the staff member's area of experience, training, length of service with the district, and any relevant state and federal statutes and regulations.

Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the superintendent. When the staff member believes that the transfer or reassignment would be unjustified or unfair, he/she may appeal in compliance with established procedures.

A staff member being transferred or reassigned may request assignment to a vacancy that has been announced and shall be given preference over other, equally qualified applicants.

3. Voluntary Transfers

Employees will be given the opportunity to inform the school district of their desire for a change of assignment and/or change of future goals.

District staff members may apply for any listed vacancy or new position in writing through the online application system.

Selection of personnel will be made based on the language in Article III, Section 7 of the YEA/YSD agreement.

Voluntary transfers shall be handled in accordance with applicable collective bargaining agreement provisions. In the event collective bargaining agreement provisions do not apply, the superintendent and/or the assistant superintendent for human resources shall be responsible for transfer decisions.

Cross References:

(cf.: 5021 – Applicability of Personnel Operational Procedures)

(cf.: 5223 – Conflicts of Interest)

Legal Reference:

RCW 28A.150.230 Basic Education Act -- District school directors as accountable for proper operation of district -- Scope -- Responsibilities.

RCW 28A.405.230 Conditions and contracts of employment--Transfer of administrator to subordinate certificated position--Notice Procedure

RCW 42.23.030 Interest in contracts prohibited--Excepted cases

RCW 42.23.040 Remote Interest

WAC 180-16-220 Supplemental Program Requirements

WAC 180-16-223 Temporary out-of-endorsement assignment criterion

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