

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

TRANSFERS

Administrative Transfers

The Director of Schools or designee has the option to assign or reassign any current employee to any position prior to or after posting for the good and efficient operation of the district. ([HUM-P021](#))

Certified Transfer Requests

Open positions will be posted on the CMCSS website and remain posted until filled. Certified transfer requests submitted electronically using the certified employee transfer system will be accepted for the upcoming school year January 1st through May 1st of the current school year. In the event of a new school opening, transfer deadlines will be revised, as referenced in the Certified Voluntary Transfer Procedure ([HUM-P021](#)). Principals will receive submitted transfer requests electronically. A request for transfer does not guarantee that a transfer will be honored. Principals will notify Human Resources of accepted transfers by June 15th. The effective date of accepted transfers will be the first day of the new school year. ([HUM-P021](#)). In reference to vacancies for the current school year, transfer requests will not be accepted unless the posted vacancy indicates transfers allowed.

Classified Transfer Requests

Open positions will be posted on the CMCSS website and remain posted until filled. Classified transfer requests ([HUM-F005](#)) will be accepted for any classified open position. Current classified employees who qualify for the open position and submit requests to Human Resources prior to posted closing date will be interviewed before outside applicants. Principals and supervisors have the option to interview internal candidates received after the closing date. Date of closing will be determined by Human Resources in conjunction with the principal or supervisor of the open position but will not exceed ten (10) business days. Principals and supervisors are to attempt to complete internal interviews within five (5) days of the closing date.

Implementing Procedures: Certified Voluntary Transfer Procedure ([HUM-P021](#))

Associated Documents: Request for Transfer Classified Staff Personnel ([HUM-F005](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/11/11	IR	Initial Revision
8/22/11	A	Added last sentence to Certified Transfer Requests paragraph
10/21/11	B	Added Ref. HUM-P021
3/12/12	C	Deleted Ref. HUM-P021 only under Classified Transfer Requests section as it didn't pertain, updated logo.
10/22/12	D	Changed Title to Transfers, changed Vacancy Notification to Administrative Transfers. Moved "open positions will be posted..." to Classified Transfer Requests and Certified Transfer Requests. Complete revision of Certified Transfer Requests.
12/3/12	E	Add Electronic Version for HUM-F004 due to change in process, Update Certified Transfer process to reflect new electronic version, Added titles for procedures and forms.

10/21/13	F	Remove the reference to HUM-F004. The electronic process has been in place and no longer referenced by HUM-F004. Update logo and hyperlinks.
9/15/14	G	Minor format change
11/16/15	H	Added when transfers may begin and clarified they are for the current school year.
2/20/17	I	Added last sentence to second paragraph regarding transfer requests.

***** End of Policy *****