

**CLOVIS UNIFIED
SCHOOL DISTRICT**

PERSONNEL

Certificated

TRANSFERS – CERTIFICATED EMPLOYEES

PURPOSE: To set forth policy and procedures regarding transfers for certificated employees.

The Superintendent or designee is authorized to assign certificated staff in accordance with District policy. Subject to the approval of the Board, the Superintendent or designee may transfer a teacher from one District school to another when he/she determines the transfer is in the best interest of the District. (Education Code 35035)

A. Voluntary Transfers

The Superintendent or designee may establish processes and deadlines for the submission of transfer requests to facilitate staff assignments with minimal disruption to the educational program.

Upon request by a teacher, the Superintendent or designee may consider the input of the principals at the current school and the requested school, alignment of the teacher's qualifications with needs of students and the school(s), the academic performance of the requested school, and opportunities for the professional growth of the teacher.

B. Involuntary Transfers

Involuntary transfers may become necessary when programs are reduced or cancelled, when schools are closed, when such transfer is considered in the best interests of the District's educational program, or when otherwise required to accommodate the school's staffing needs.

If a teacher objects to a transfer, he/she may request a meeting with the appropriate Assistant Superintendent or designee and the principal.

Adopted: 10/21/2020

EDUCATION CODE

35035 Additional powers and duties of superintendent, transfer authority

35036 Voluntary transfers

35186 Complaint process, teacher vacancy or misassignment

37616 Assignment of teachers to year-round schools

GOVERNMENT CODE

3543.2 Scope of representation

Doc# 42825-5 (08/2020, 10/2018)