

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-A015) (HUM-P034).

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 April 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 May 1st. 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 will be submitted electronically using the classified employee transfer system found in ClassLink. 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.

Internal applicants within 6-month review period may be approved for early transfer to a position at current location with HR approval. Hiring supervisor must request special approval.

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

Associated Documents: Teaching Assignments ([HUM-P034](#))
 Teaching Assignments Policy ([HUM-A015](#))

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.
12/4/17	J	Replaced reference to HUM-P021 with HUM-A015 and HUM-P034 after the first sentence.
2/19/18	K	Certified transfer requests: changed deadline from May 1 st to May 15 th .
8/20/21	L	Updated policy to allow for transfers in the 6-month review period, as long as the transfer is taking place within the same location. Specified approval requirements for transfers of this type.
12/3/21	M	Updated policy to reflect the move to the Transfer Request Portal for classified employees.
10/4/22	N	Changed the deadline for HR to accept transfers to April 1 st . Principals will be expected to notify HR of their accepted transfers by May 1 st .

*** E n d o f P o l i c y ***