

Transfer/Reassignment

Voluntary Transfer

Requests for voluntary transfers shall be submitted to the Superintendent or designee at the time of the known vacancy. The employee will be notified in writing of the decision. Transfer requests may be withdrawn by the employee at any time.

Horizontal Transfer of Overage Management Personnel

Definition: Overage personnel are identified as a result of decreased enrollment, budget curtailments or other unforeseen circumstances which may become evident after the legal notification of termination deadline dates. When overages exist, horizontal transfers may be used.

Involuntary Transfers

Definition: Involuntary transfers are recommended to the Superintendent by the Assistant Superintendents and are implemented to give school site administrators a variety of school experience as well as give the district the option of reassigning administrators for reasons of effectiveness or special qualifications.

Transfers proposed by the administration shall be subject to the following provisions:

1. Administrators being considered for transfer shall be notified either in writing or by conference with the Superintendent or designee.
2. The administrator may request review. Upon the administrator's request, the Assistant Superintendent or designee shall schedule a conference wherein the merits of the proposed transfer may be thoroughly considered. Such conference shall occur within ten working days after the administrator's request. Within three working days after the conference, the Superintendent shall submit his/her written disposition of the transfer request to the administrator.
3. If the administrator is not satisfied with the decision of the Superintendent or designee, he/she may appeal the decision in writing to the Board and request a closed session. The Board shall review all previous objections, appeals and responses, and determine whether or not to meet with the administrator in closed session. After reviewing all previous material, plus the information presented in closed session, if held, the Board shall render a decision. The decision of the Board shall be transmitted to the administrator through the Superintendent or designee and shall be final.

Involuntary Transfer of Classified Managers

In initiating the involuntary transfer of a classified manager, the Superintendent or designee shall provide the classified manager with prior written notice of intent to transfer to a designated position. The notice will inform the manager of the specific causes or reasons for the transfer (not only the general statement of cause), his/her right to a hearing on the causes, and the time within which an appeal must be filed. The notice shall also contain a card or paper, the signing and filing of which shall constitute a request for hearing and denial of the causes/reasons. The classified manager may, within five days after receiving such notice, file a written request for hearing before the Governing Board. The request for hearing shall

be filed in the office of the Superintendent or designee. If the manager fails to file a request for hearing as specified above, he/she will be deemed to have waived the right to a hearing and the transfer may be made effective immediately.

If a request for hearing is filed as specified above, a hearing shall be scheduled before the Board. The Board shall hear the matter, with the party initiating the transfer bearing the burden of proving the cause(s) or reasons for the transfer. The hearing shall be recorded by a reporter or tape recording. After the hearing, the Board shall determine whether to approve, modify, or revoke the transfer. The decision of the Board shall be final. The Board's determination of the sufficiency of the cause for reassignment shall be conclusive.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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