

**I. APPLICABILITY OF THIS PROCEDURE**

- A.** This procedure applies to all employee-initiated transfers to other locations, departments, or work assignments within the school system. Requests that do not adhere to these procedures and the applicable timelines will not be considered.
- B.** Application and selection for a vacancy to be filled during the current school year, *including those that would constitute a promotion for the employee-applicant*, is not an employee-initiated transfer subject to this regulation.
- C.** This procedure does not apply to requests for reassignment of responsibilities within the employee's current school. Such requests should be directed to the principal for consideration.

**II. TRANSFER REQUEST ELIGIBILITY**

- A.** Licensed and classified permanent full- or part-time employees may request consideration for a transfer to another location or work assignment for the upcoming school year.
- B.** The following categories of employees are ineligible for transfer consideration unless approved by Human Resources Director:
  - 1. employees in interim assignments (interim employees must reapply to the school system at the end of their assignment);
  - 2. employees on any type of performance improvement plan; and
  - 3. employees in a teaching, licensed instructional support, or licensed student services position, if the employee has been at the current school less than three years at the time of the transfer request.

**III. INITIATING THE TRANSFER REQUEST**

**A. All Employees**

Eligible licensed and classified employees who wish to transfer to another school, department, or work assignment within the school system should submit a completed Employee Transfer Request Form to the human resources office. Forms are available on-line on the Haywood County Schools website. All portions of the form must be completed to be eligible for transfer consideration.

**B. Licensed Employees**

1. Annual transfer request period

Licensed employees may apply for a transfer between May 1 and July 1 of each year. Transfer requests received after July 1 will not be considered. Transfer requests will remain active only until the transfer deadline for the upcoming school year.

2. Transfer deadline

All transfers must be completed by the close of business on August 1, or if that date falls on a weekend, the next business day. After that date, transfers of licensed employees will be approved only if the transfer was initiated by the human resources department with prior approval of the superintendent.

3. Adjustments to timelines

The superintendent may adjust the transfer request period and/or the deadline for completing transfers in any given year. Employees intending to request a transfer should verify the applicable dates for the upcoming school year well in advance.

4. Vacancies

Employees may apply for a position whether or not there is a known vacancy for the upcoming year. However, an employee's transfer request will not be considered unless and until there is a vacancy for the upcoming year in a position for which the employee has applied and is appropriately licensed.

**C. Classified Employees**

Classified employees may apply for a transfer to another school, department, or work site at any time during the year, with no applicable transfer deadline. However, a transfer may be delayed until an adequate replacement is secured for the employee at his or her current school or worksite.

**IV. TRANSFER PROCESS AND DECISION**

**A. Transfer List**

When a valid transfer request is received, the human resources department will publish the employee's name as a transfer applicant to principals and other school officials responsible for hiring.

**B. Interview Priority**

As vacancies arise, principals/hiring officials will interview transfer applicants who are interested in and qualified for the vacant position before interviewing external candidates. A request for a transfer is not a guarantee that a transfer will be made. The principal or other hiring official is expected to hire the best candidate for the vacancy and may consider other applicants before submitting a recommendation to the superintendent.

**C. Transfer Decision**

The superintendent will make the final decision about an employee's transfer request, taking into consideration the factors specified by the Board of Education in policy 7440, Assignments/Reassignments/Transfers. The superintendent has discretion to limit transfers from designated schools, to limit the number of transfers out of a particular school, or to otherwise control employee transfers in the best interests of students, an individual school, or the school system generally.

**D. Notification**

The Human Resource Director will notify the employee as soon as possible when a transfer decision is made.

**E. If No Transfer is Secured**

1. Licensed Employees

If a licensed transfer applicant does not secure a transfer by the transfer deadline date of the current school year, he or she will remain in the current assignment for the upcoming school year, subject to reassignment by the superintendent.

2. Classified Employees

Classified transfer applicants will remain eligible for transfer for a period of one year from the date of their transfer request.

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