

Personnel

Assignment, Reassignment and Transfer

Staff shall be subject to assignment, reassignment and/or transfer of position and duties by the superintendent, such assignment to be according to law and the policies and procedures of the district. Classroom teachers, principals, vice principals and educational staff associates are required to possess endorsements as defined by the rules and regulations of the superintendent of public instruction. When it is necessary to assign a teacher to an out-of-endorsement grade level, such assignment will be made in compliance with WAC 180-16-223. No staff member shall be placed in any position where direct administrative or supervisory authority is exercised by his/her spouse or by any other relative residing in the same household.

The superintendent shall provide for a system of assignment, reassignment and transfer of classified staff, including voluntary transfers and promotions, in which vacancies shall be publicized. The wishes of the classified staff member who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the operational requirements and best interests of the district. Nothing in this policy shall prevent the reassignment for good cause of a staff member during the school year.

Legal References:

RCW 28A.150.230 Basic Education Act of 1977--District school directors as accountable for proper operation of district--Scope--Responsibilities--Publication of guide  
RCW 28A.405.230 Conditions and contracts of employment--Transfer of administrator to subordinate certificated position--Procedure  
RCW 42.23.030 Interest in contracts prohibited--Excepted cases  
RCW 42.23.040 Remote interests  
WAC 180-16-220 Supplemental Program Requirements  
WAC 180-16-223 Temporary Out-of-Endorsement Assignment Criterion

1. Voluntary Transfer

(WSSDA Reference 5211)

Vacancies shall be posted in each school building. The district shall provide an opportunity for a staff member to apply for a transfer to another position. The superintendent shall be responsible for such decisions. Factors considered in transfers shall include, but are not limited to:

- A. The staff member's background and preparation for the position;
- B. The instructional requirements and best interests of the district;
- C. The availability of other equally or better qualified applicants from within or outside the district;
- D. The desires and welfare of the applicant; and,

E. The staff member's length of service in the district and in the position presently held.

Negotiated collective bargaining agreements may supersede provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

## 2. Involuntary Transfers or Reassignments

(WSSDA Reference 5212)

Notice of an involuntary transfer or reassignment shall be given the certificated staff member as soon as practical. Except in an emergency, such notice shall be given by the last regularly scheduled day of school.

When an involuntary transfer becomes necessary, decisions shall be based upon the staff member's area of experience, training, length of service with the district, and any relevant state and federal statutes and regulations.

Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the superintendent. When the staff member believes that the transfer or reassignment would be unjustified or unfair, he/she may appeal in compliance with established procedures.

A staff member being transferred or reassigned may request assignment to a vacancy that has been announced and shall be given preference over other, equally qualified applicants.

Loon Lake School District #183  
Adoption Date:

**FEB 17 2000**