

**TRANSFERS**

**Involuntary Transfer**

Before recommending the transfer or lateral rotation of an employee, the Superintendent/Principal or designee shall confer with the affected employee and notify him/her of the intent to recommend the transfer. For transfers effective at the beginning of the school year, this conference shall take place before May 30. Affected employees shall be notified of the final decision, in writing, as soon as practicable.

**Voluntary Transfer**

The employee shall submit a transfer request to the Superintendent/Principal or designee at the time of the known vacancy. The employee shall be notified in writing of the decision whether or not to grant the transfer request.

Transfer requests may be withdrawn by the employee at any time prior to the final decision.