

The Board of Trustees of Minidoka County Joint School District No. 331 acknowledges the need to assign and transfer personnel in order to accommodate specific needs within the school district

**Provisions:**

The following provisions are applicable to this policy:

1. The transfer of personnel shall be the responsibility of the Superintendent.
2. The Superintendent may use building principals, supervisors, and other consultants as needed.

**Assignment Change within a Building - Voluntary Transfer**

When a vacancy or an opportunity for change of assignment occurs, the Principal will:

1. Consider all staff members interested in the assignment.
2. Consider staff input.
3. Communicate the intent of change with the prospective assignee before a change in assignment.

**Vacancy in District (Voluntary Transfer)**

When a vacancy occurs within the District, the Superintendent or designee will post the vacancy to the District website as well as provide for a copy to be placed in each building

The Principal of the building where the vacancy occurs will:

1. Interview all qualified interested applicants.
2. Consider employees within his/her building before hiring an applicant outside of the building.
3. Utilize an interview committee during the hiring season if feasible.
4. Make a recommendation to the Superintendent for filling the vacancy in his/her building.

**Assignment Change within a Building (Involuntary Transfer)**

When an involuntary transfer is necessitated, the Principal will:

1. Act in good faith for what is best for the students and personnel in his/her building.
2. Examine all viable volunteer solutions before making an assignment.
3. Consider seniority in making a final recommendation.
4. Consider assignee and other staff input.
5. Not share confidential information.

When an involuntary transfer is necessitated, the assignee may

1. Have representation in any communication with the building Principal and/or the

Superintendent.

2. Appeal to the Superintendent if she/he finds grounds for appeal.
3. Appeal to the Board if she/he finds grounds for appeal.

Vacancy in District (Involuntary Transfer)

When an involuntary transfer within the District is necessitated the Superintendent will post the vacancy to the District website as well as provide for a copy to be placed in each building.

The Principal of the building where the vacancy occurs will:

1. Seek volunteers before making an assignment
2. Consider seniority in making a final recommendation
3. Consider assignee and other staff input
4. Not share confidential information
5. Make a recommendation to the Superintendent for filling the vacancy in his/ her building. When an involuntary transfer is necessitated, the assignee may
6. Have representation in any communication with the building Principal and/or the Superintendent
7. Appeal to the Superintendent if she/he finds grounds for appeal, including the number of previous reassignments
8. Appeal to the Board if she/he finds grounds for appeal.



**LEGAL REFERENCE:**

**ADOPTED: Original Date Unknown**

**RATIFIED: June 19, 2006**

**AMENDED/REVISED: January 2021**