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Employee Transfers
Policy Series: 5000 Personnel

Policy No. 5245

Purpose

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It is the practice of district administration to assign personnel to the positions that best meet the needs of the district. Transfers shall be used to maintain a proper balance of experience and specialized competence among the schools of the district.

Definitions

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1. *Transfer*: the assignment to a different work location in the same job classification and at the same pay rate.
2. *Employee-initiated transfer or voluntary transfer*: a transfer requested by an employee from one position, assignment, department, program, or work location to another within the district. Such transfers are initiated by the employee rather than directed by the district and are subject to applicable qualifications, staffing needs, administrative approval, and district hiring and transfer procedures.
3. *District-initiated transfer or involuntary transfer*: a transfer directed by the district requiring an employee to move from one position, assignment, department, program, or work location to another within the district. Such transfers are initiated by the district to address operational, staffing, programmatic, enrollment, licensure, performance, or other educational or administrative needs and are not based upon a request from the employee.

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Employee Initiated Transfer or Voluntary Transfer

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The Personnel Office human resources department shall facilitate discussion regarding employee initiated transfers.

41 By April 1 of each school year, the district will advertise known job vacancies, together with
42 required endorsements and skill requirements of the particular position, for the upcoming school
43 year to all current employees. The district will also make reasonable efforts to advertise to all
44 current employees any vacancy which occurs after the April 1 deadline. Transfer requests will
45 be made according to the following guidelines:

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47 1. Application for Transfer: to apply for a transfer, the employee must submit a written
48 request to the district human resources office. The employee is responsible to:
 - 49 a. Check job postings at the district office or at www.provo.edu; and
 - 50 b. Apply for such openings by submitting the information requested in the job
51 posting within five (5) working days of the job posting or by the deadline identified
52 on the job posting; and
 - 53 c. shall notify his/her immediate supervisor of the transfer request.
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55 ~~2. Information from the first transfer request will be forwarded to other schools upon the~~
56 ~~request of the teacher, providing the contact is received before the five (5) day deadline.~~
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58 3. Using a common set of criteria such as personnel files, requested qualifications,
59 experience, etc., principals will review all letters of request for transfer applications and
60 select the candidates to be interviewed. Successful candidates will be notified in writing.
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62 4. Interview for Transfer
 - 63 a. Transfer requests will not be automatically granted. As with all district
64 employment, the position will be filled by the individual who best meets the
65 requirements and qualification of the particular job description.
 - 66 b. In granting transfers, the district will give preference to district employees
67 providing all other qualifications for the particular position are equal.
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69 5. Transfer Approval: Employee initiated transfers should be approved by the administrator
70 of the unit where the vacancy exists.
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72 ~~6. When the position has been filled, all candidates making an application will be notified~~
73 ~~through a district communication sent to the local schools. Whenever possible, this~~
74 ~~notification shall be made before the end of the current school year.~~
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76 7. Employees who do not have an overall rating of effective or are under a plan of
77 performance improvement may not transfer without approval from the deputy
78 superintendent and the superintendent.
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80 8. Principals/directors will appropriately inform applicants not chosen for open positions.

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83 **District Initiated Transfer or [Involuntary Transfer](#)**

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- 85 1. A principal or immediate supervisor may request the transfer of an employee when in
86 their judgment it will benefit the employee, the school, or the district. Involuntary transfer
87 requests stating specific reasons for the transfer shall be made to the Superintendent.
88 Staff members may be transferred by the district from one assignment to another when
89 the district believes there are compelling reasons for doing so.
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91 a. A copy of the request shall be made available to the employee. Those reasons
92 will be discussed with the transferred employee and the principal(s)/director(s),
93 prior to transfer.
94 b. The superintendent or the superintendent's designee may unilaterally review and
95 approve or deny the involuntary transfer request.
96 c. Salary of a district initiated transferred employee shall not be decreased.
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98 2. Transfer Approval: ~~District initiated transfers shall be approved by the Deputy~~
99 ~~Superintendent with authorization from the Superintendent. The Superintendent's~~
100 ~~designee~~ The director of human resources shall review the request and recommend
101 approval or denial to the administrator of Personnel Director of Human Resources or the
102 Superintendent or superintendent's designee, who will approve or deny the involuntary
103 transfer request.
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105 3. Authority: The superintendent's designee with authorization from the superintendent has
106 final authority for all transfers.
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109 **Involuntary Transfers due to Reduction in Force or Staff Imbalance**

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111 In situations where an involuntary transfer becomes necessary due to a reduction in staff or for
112 staff imbalance, a call for volunteers shall be made and if there are no volunteers, selection
113 shall be made in the best interests of the district. In the case of an involuntary transfer due to a
114 reduction in staff or for staff balance, the administrator shall adhere to the following guidelines:
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- 116 1. Employees required to transfer involuntarily shall be notified of the available openings for
117 which they are qualified.
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119 2. Employees identified for involuntary transfer shall list their preference for available
120 positions. Positions will be filled by the district with consideration given to the employees'
121 priority listing.
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123 3. Program need shall be based on the primary assignment description.
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125 4. Whenever possible, an employee being transferred to a different assignment shall be
126 notified of the transfer prior to the end of the school year.
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128 5. The transferring employee shall be notified of the change in assignment in a conference
129 with his or her supervisor or a designee.

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131 6. When a teacher who has been involuntarily transferred cannot be placed in a position
132 commensurate with appropriate endorsements and skill requirements, reduction in force
133 (RIF) guidelines will be implemented (**Policy 5290**).

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137 **Restrictions on Transfer of Employees**

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139 An employee whose performance is unsatisfactory may not be transferred to another school
140 unless the board specifically approves the transfer of the employee.

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142 If an employee who is under an order of probation or remediation in one assignment in a school
143 in Provo City School District is transferred or given a new assignment in the district, the order
144 shall stand until its provisions are satisfied (Policy 5280 Disciplinary Action, Orderly Termination,
145 Suspension and Non-Renewal). An employee who is under an order of probation or remediation
146 may not be transferred to another school unless the superintendent or **their designee** ~~the~~
147 ~~administrator of Personnel~~ specifically approves the transfer of the employee.

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152 **Legal References**

153
154 [Utah Code 34A-5-106](#)
155 [Utah Code 53G-11-517](#)
156 [Utah Code § 53G-11-517 \(2018\)](#)
157 [Utah Code § 53G-11-503 \(2018\)](#)

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160 **Approved by Board of Education:** January 14, 2014

161 Revised:

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