

EUREKA COUNTY SCHOOL DISTRICT

TRANSFERS – CLASSIFIED EMPLOYEES

Types of Directed Transfers:

Adjustment transfers and personnel shifts are periodically made necessary by increases or decreases in the enrollments of grades, classes, schools, or other needs of the District. Transfers will be made based on the needs of the District and the skills and abilities of the employees or in accordance with the appropriate collective bargaining agreement.

Any involuntary transfer or reassignment of an unlicensed employee must be based on assignment and seniority and may not be made as a form of discipline. An unlicensed employee may be reassigned for less than thirty (30) days to a temporary assignment.

Procedure for Directed Transfers:

When it becomes necessary in the best interests of the District for an administrator/supervisor to initiate action relative to a directed transfer of a classified employee, every effort will be made to ensure that such a transfer is mutually agreeable to all parties concerned. However, the final decision to make such a transfer rests with the District.