

INTRA-SYSTEM TRANSFER REQUESTS

Each school year, a tentative vacancy list for the upcoming year will be posted on the Human Resources web page and announced in each school and department. Current system employees may request consideration for existing vacancies in other schools or departments within the system whenever the announcement of vacancies is made. The procedures for requesting a transfer within the Columbia County School System are as follows:

1. An employee who desires to transfer must first discuss the transfer with the current building principal or department head.
2. The current building principal will then contact the principal of the school in which the vacancy exists to report the request for a transfer.
3. The principal of the school with a vacancy will arrange an interview to discuss the transfer with the employee.
4. The principal of the school in which the vacancy exists will make a recommendation for employment for the vacancy. Both principals must approve the transfer and notify the Executive Director of Human Resources of the recommendation for a transfer. The current building principal must approve a transfer if the employee is recommended by the receiving principal on or before June 1.

Current system employees may still request consideration for transfers as new vacancies are announced throughout the year. All system employees are considered along with all other applicants for that particular vacancy. Whenever applicants are considered equal, preference should be given to the Columbia County employee over an out-of-system applicant.

The Columbia County Board of Education is committed to providing opportunities for transfers within the system. However, a request for a transfer is not guaranteed; if either principal fails to approve the transfer, the request will not be granted.

The following conditions must be cleared before a transfer is official:

1. The person requesting a transfer must be recommended and approved for re-contract by the current building principal for the following school year.
2. Approval must be granted by the two building principals, the Superintendent of Schools, and the Board of Education.

Page 2 of 6 – PROCEDURE GBM – TRANSFER OF PERSONNEL

TRANSFERS BECAUSE OF PROGRAM CHANGES

When a program location changes from one school to another, personnel assigned to the program are expected to move with that program. Personnel who do not desire to move to the new site may interview for any existing school system vacancy. By May 1, if the employee is not selected for a new position, he or she will be required to move with the program or resign.

TRANSFERS TO REDUCE STAFF

When personnel must be transferred due to changes in programs or to create new schools, the number of positions to be reassigned by certificate area will be identified. In order to minimize disruption of the learning environment, only positions which must be reduced will be affected. The procedure for identifying employees to be assigned will be on a voluntary basis with preference given to employees with the most seniority in the system. If the required number of volunteers is not attained, then the persons with the least seniority will be transferred.

Procedures for Elementary Schools:

1. The Board of Education will approve staff allotments for each school.
2. Principals of the affected schools will survey the staff to determine employees who plan to request a contract for the next school year.
3. Principal will determine the number of teachers by certificate field needed within the allotment.
4. Principal will identify the number of displaced positions by certificate field.
5. The principal will determine names of displaced teachers in the following manner:
 - a. By certification field, consult persons with the most seniority in the position in Columbia County to seek volunteers to go to the new elementary school or to identified vacancies within the system by working down the seniority list until the appropriate number of volunteers is attained. **Should a teacher volunteer to be displaced, he or she will have the option of selecting from existing vacancies. Additionally, if a teacher volunteers to be displaced and holds additional certification fields in areas where school system vacancies exist, the teacher is eligible to be reassigned to any of those positions.** Employees displaced due to the opening of a new school are limited to vacancies at the new school. Employees displaced due to program changes or lack of student enrollment will be reassigned to existing vacancies whenever possible. Particular grade level placement in the receiving school cannot be guaranteed; however, the principal of the new

Page 3 of 6 – PROCEDURE GBM– TRANSFER OF PERSONNEL

elementary school will give strong consideration to the preference and prior experience of the teacher.

- b. If the necessary number of volunteers is not attained, identify the person(s) in the correct certification field with the least amount of seniority in the position in Columbia County until the appropriate number of displaced employees is identified. In cases where the date of hire is the same, the date of official board approval shall be the determinant. If the board approval dates are the same, the date of the recommendation shall be the determinant. Whenever these three dates are the same, the employee to be reassigned will be drawn by lot.
6. In the case where two or more employees are displaced from the same position or field of certification at two or more different schools, and the displaced position is available at more than one school, then the displaced person with the most seniority will choose the position of his or her choice.
7. The list of displaced personnel shall be reported to the Executive Director of Human Resources.
8. A final assignment list will be forwarded to each principal. After official board action, a transfer form will be forwarded to each displaced teacher.
9. Displaced persons **MUST** return to the original school provided an opening occurs for which they are certified by August 1 of the school year. Return transfers shall be handled on a seniority basis. The person with the most system seniority will have first choice to return. In the case of staffing new schools, the volunteer employee will not be required to return to the original school when openings occur. After August 1, displaced employees will remain at the new school and will be allowed the option to return for the following school year provided there are vacancies at the original school. If vacancies do not occur during the following year, the option to return is no longer guaranteed, and the employee will need to apply for consideration to transfer at the discretion of the principal of the original school.

Procedures for Middle Schools:

1. The Board of Education will approve staff allotments for each school.
2. Principals of the affected schools will survey the staff to determine employees who plan to request a contract for the next school year.
3. Principal will determine the number of teachers by certificate field needed within the allotment.
4. Principal will identify the number of displaced positions by certificate field.

Page 4 of 6 – PROCEDURE GBM– TRANSFER OF PERSONNEL

5. The principal will determine names of displaced teachers in the following manner:
 - a. By certification field, consult persons with the most seniority in the position in Columbia County to seek volunteers to go to the new school or other existing vacancies offered by working down the seniority list until the appropriate number of volunteers is attained. **Should a teacher volunteer to be displaced, he or she will have the option of selecting from existing vacancies. Additionally, if a teacher volunteers to be displaced and holds additional certification fields in areas where school system vacancies exist, the teacher is eligible to be reassigned to that position.** Employees displaced due to the opening of a new school are limited to vacancies at the new school. Employees displaced due to program changes or lack of student enrollment will be reassigned to existing vacancies whenever possible. Particular grade level placement in the receiving school cannot be guaranteed; however, the principal of the new school will give strong consideration to the preference and prior experience of the teacher.
 - b. If the necessary number of volunteers is not attained, identify the person(s) in the correct certification field with the least amount of seniority in the position in Columbia County until the appropriate number of displaced employees is identified. In cases where the date of hire is the same, the date of official board approval shall be the determinant. If the board approval dates are the same, the date of the recommendation shall be the determinant. Whenever these three dates are the same, the employee to be reassigned will be drawn by lot.
6. In the case where two or more employees are displaced from the same position or field of certification at two or more different schools, and the displaced position is available at more than one school, then the displaced person with the most seniority will choose the position of his or her choice.
7. For middle grades content subjects and areas of specialty certification to include physical education and all exploratory courses (art, band, chorus, family and consumer science, business, technology education, and foreign language), the principal will determine any displaced employees by certification area. If physical education teachers are displaced, limitations on the transfer process may be necessary to ensure that all schools are staffed by both male and female physical education instructors to assure proper supervision of locker rooms.
8. The list of displaced personnel shall be reported to the Executive Director of Human Resources.
9. A final assignment list will be forwarded to each principal. After official board action, a transfer form will be forwarded to each displaced teacher.

Page 5 of 6 – PROCEDURE GBM – TRANSFER OF PERSONNEL

10. Displaced persons **MUST RETURN** to the original school provided an opening occurs for which they are certified as late as August 1 of the school year. Return transfers shall be handled on a seniority basis. The person with the most system seniority will have first choice to return. In the case of staffing new schools, volunteer employees will not be required to return to the original school when openings may occur. After August 1, displaced employees will remain at the new school and will be allowed the option to return for the following school year provided there are vacancies at the original school. If vacancies do not occur during the following year, the option to return is no longer guaranteed, and the employee will need to apply for consideration to transfer at the discretion of the principal of the original school.

Procedures for High Schools:

1. A list by areas of certification of all employees will be developed to determine seniority in Columbia County in the particular certification field where reduction is necessary.
2. To reduce staff, assignment to open positions or to the new school will be based on volunteers in order of seniority. The person with the most system seniority will be offered the first opportunity to transfer, and then the next most senior staff member and so on down the list until the specific number of displaced positions is identified. If there are no volunteers, then the person(s) who were hired last will be transferred. **Should a teacher volunteer to be displaced, he or she will have the option of selecting from existing vacancies. Additionally, if a teacher volunteers to be displaced and holds additional certification fields in areas where school system vacancies exist, the teacher is eligible to be reassigned to that position.** Employees displaced due to the opening of a new school are limited to vacancies at the new school. Employees displaced due to program changes or lack of student enrollment will be assigned to existing vacancies whenever possible. Particular grade level placement in the receiving school cannot be guaranteed; however, the principal of the new school will give strong consideration to the preference and prior experience of the teacher.
3. Persons in positions which are assigned supplements for extra-curricular duties may choose to be excluded from the seniority list. This is to safeguard duties and supplements since no extra duty positions will be guaranteed at the new school. However, if overstaffing in a particular area prohibits this exclusion, then these positions will be determined on an individual basis. Examples include band directors, coaches, cheerleader sponsors, etc.
4. Persons who are assigned extra-curricular duties and elect to transfer to another high school will not be guaranteed extra-curricular duties or assignments. The principal of the new school will assign teaching positions and extra curricular

Page 6 of 6 – PROCEDURE GBM – TRANSFER OF PERSONNEL

duties, **including the selection of all head coaches**. However, if a coach or other person holding a supplemented position has no choice in the transfer, he or she will be guaranteed an assistant coaching position. **Athletic directors and/or head football coaches are exempt from being involuntarily displaced.**

5. A list of displaced personnel shall be reported to the Executive Director of Human Resources for assignment.
6. Displaced persons who did not volunteer to leave may return to the original school provided an opening occurs for which they are certified as late as August 1 of the school year. Return transfers shall be handled on a seniority basis. In case of staffing new schools, volunteer employees will not be required to return to the original school when openings occur. After August 1, displaced employees will remain at the new school and will be allowed the option to return for the following school year provided there are vacancies at the original school. If vacancies do not occur during the following year, the option to return is no longer guaranteed, and the employee will need to apply for consideration to transfer at the discretion of the principal of the original school.

ADOPTED: 08/1/92

REVISED: 08/01/93, 08/07/00, 4/9/07

Columbia County Board of Education