

## TRANSFER OF PROFESSIONAL PERSONNEL

Date: March 10, 2009

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Personnel in the Columbia County School System are employed by the Board of Education on the recommendation of the Superintendent of Schools and shall be assigned to schools and positions based on the needs of the system. The preferences of employees will be given consideration whenever in the best interest of students and the community. **Nothing herein shall limit the right of the Board of Education to deviate from this policy where such deviation is in the best interest of the system.**

Positions available in the system for the ensuing year shall be publicly announced to allow anyone interested to have an equal opportunity to apply within a specified time. When all other factors are equal, current employees of the Columbia County School System will be given preference over other applicants.

When personnel must be transferred due to changes in programs or **budgetary limitations, including but not limited to loss of students, cancelation of programs, changes in the curriculum, or to create new schools, or for any other good and sufficient cause deemed necessary by the Board of Education,** 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 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. Professional personnel who have received an unsatisfactory evaluation or who are placed on a required Professional Development Plan are not allowed to transfer.

Seniority is defined as the length of uninterrupted service in the Columbia County School System based on the date of hire, or first day of employment, with the system. **Interrupted service refers to a break in service of 30 or more days by any employee who worked previously for the school system and is then rehired. In such instances, the employee's seniority begins with the most recent date of hire. Additionally, less than full-time employees earn years towards seniority according to the percentage of time worked during the school year.**

In determining seniority in cases where the date of hire is the same, the date of official Board approval shall be the determinant. In cases where both the date of hire and the date of Board approval are the same, then the date of the recommendation for employment shall be used. In cases where all

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three dates are the same and no volunteers are available, the person(s) to be reassigned shall be drawn by lot.

**In order of seniority, involuntarily displaced professional personnel reassigned under this policy have the option to return to the original school whenever vacancies occur during the current or ensuing school year. Professional personnel who volunteer to be displaced forfeit the right to return to their former school or department should a vacancy become available at that school or department.**

When professional personnel transfers occur after the school year begins due to enrollment changes, the principal has the discretion to minimize the disruption to the school program and may deviate from this policy to displace a more senior **employee** within the affected grade level or subject area. In such cases, the principal must adhere to this policy as closely as possible when circumstances of the situation allow.

The Columbia County Board of Education policy which prohibits assignments which require the direct supervision of one family member over others of the immediate family will be applied as transfers are requested and finalized. Immediate family is defined as father, mother, brother, sister, son, daughter or spouse of the employee concerned.

**PROCEDURE: YES**

**ADOPTED: 10/27/92 1/26/09**

**REVISED: 3/23/93, 10/01/97, 08/10/99, 3/14/00, 2/13/07, 2/24/09**

**Columbia County Board of Education**