

CHAPTER 6.00 – HUMAN RESOURCES

TRANSFERS/REASSIGNMENT

6.182

- (1) The transfer of an employee from one school to another or from one position to another shall be made only on the recommendation of the Superintendent with the approval of the School Board.
- (2) When the employee desires to be transferred from one school to another, a request shall be filed with the Superintendent through the principal or other administrative supervisor.
- (3) The Superintendent shall consider the request and confer with both affected administrative supervisors prior to his recommendation.
- (4) As per 230.33(7) (d), F.S., during an emergency the Superintendent shall recommend employees for transfer and may transfer any employee. The transfer is to be agended at the next regular meeting of the School Board.
- (5) Lateral transfers of instructional or administrative personnel is defined as movement from one position to another on the same or a lower line of the organizational chart.
- (6) Lateral transfer of non-instructional/support personnel is defined as movement from one position to another which does not have a subsequent change in salary.
- (7) Administrators/Instructional and Instructional Support personnel may be transferred or reassigned to other positions without advertising if:
 - (a) There is no actual vacancy but the individual is being reassigned to another position within the system on a lateral basis; or
 - (b) There is no vacancy but the individual is being reassigned to another position because of workload, responsibility, and assumption of duties beyond the current position; or
 - (c) If the individual's position itself is being upgraded or
 - (d) If two or more individuals at the same site are exchanging positions and no subsequent reduction in personnel or a vacancy occurs; or
 - (e) If an individual has been filling a part-time position and additional hours are to be added up to the full-time load and the individual

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meets the qualifications and performance requirements of the position.

- (8) All employees who have been re-assigned or who are assigned (transferred) to a position with lower pay will be paid on the salary schedule commensurate with the position to which they are assigned.

STATUTORY AUTHORITY:

1001.41; 1001.42;
1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43; 1012.27, F.S.

HISTORY:

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