

CHAPTER 6.00 – HUMAN RESOURCES

TRANSFERS

6.90

- I. Certified Employees - A transfer is reassignment from one position, school or grade to another. Transfers shall be without loss of status or violation of contract nor for political or personal reasons. Transfers are recommended by the Superintendent and approved by the Board.
 - A. Non-tenured

Non-tenured certified personnel can be transferred at any time during the school year.
 - B. Tenured
 1. Voluntary - Tenured certified personnel can be transferred voluntarily at any time during the school year.
 2. Involuntary - Tenured personnel must be notified prior to July 1 of any transfer for the succeeding school year.
 - C. Emergency Temporary Transfers - Within fifteen (15) days before or after the first day of the school year, a teacher who meets all qualifications, certification, grade level, or subject matter requirements may be transferred involuntarily on a temporary emergency basis, provided all of the following conditions are met:
 1. The Superintendent seeks volunteers by posting notice of the vacancy or vacancies in conspicuous locations at all school system sites for at least five (5) working days.
 2. If there are no volunteers, qualified probationary teachers are subject to transfer first.
 3. If there are no qualified probationary teachers, qualified teachers on continuing service status are subject to transfer in reverse order of their seniority with the Board. If more than one tenured teacher has equal seniority, the Board shall take into consideration qualification, certification, and experience in the position, grade level, or subject matter.
 4. If a vacancy exists at the end of a school year at the former site for which the emergency transferred teacher is qualified, upon the request of the teacher, the teacher shall have a one-time right of

CHAPTER 6.00 – HUMAN RESOURCES

first refusal to fill the vacancy at the former site, provided that the vacancy occurs within two (2) years of the transfer.

5. Upon the request of the teacher, the teacher shall be given a one-time right of first refusal to return, at the beginning of the school year, to the position, grade, school, worksite, or subject area from which he or she was originally transferred to effect the emergency transfer, provided the vacancy occurs within two (2) years of the transfer.
 6. Emergency transfers shall be effected without regard to the time for filing notice of appeal and hearing.
- D. Teachers will be given the required notice of their transfer and if necessary, a statement of their right to appeal.
- II. Support Personnel - Whether on probationary status or not, support workers may be transferred at any time based upon good and just cause and the needs of the school system provided the transfer is without loss of status. Such transfers are made upon the recommendation of the Superintendent and approval of the Board but cannot be for personal or political reasons.

Support personnel will be given the required notice of their transfer and a statement of their right to appeal.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-12-16, 16-24-1, 16-24-5 TO 7, 6-24B-7,
16-24B-8, 36-26-105, 36-26-106, 36-26-107

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: October 18, 2006
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